

SCHOOL DISTRICT OF JACKSON COUNTY**JOB DESCRIPTION****NETWORK MANAGER****QUALIFICATIONS:**

- (1) Post-Secondary Degree in Computer Science, Information Technology or a related discipline from an accredited institution
- (2) Advance degree, or work experience and certifications in design, implementation, and maintenance of local and wide area data communication networks and Microsoft server infrastructure.

KNOWLEDGE, SKILLS AND ABILITIES:

Displays the ability to read and implement written instructions and troubleshoot complex problems. Communicates and interacts effectively with all levels of employees under varied circumstances. Has the technical writing ability to create successful technology grants and to prepare technical instructions for complex procedures. Displays the ability to implement long term complex projects. Displays a thorough knowledge of the operation and capabilities of current network and server hardware, software, and protocols, including security.

REPORTS TO:

Director of M.I.S. and Secondary Programs

JOB GOAL

To be responsible for the successful implementation and management of the district's network and all services associated with this network.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Oversee the design, implementation and management of the school and district networks for all Jackson County School District facilities.
- (2) Analyzes requests for data communications networks and server systems to determine feasibility, cost, equipment needs, and time required.
- (3) Evaluates existing network and server resources, conducts needs analysis, researches hardware and software alternatives, and conducts simulations of proposed solutions.
- (4) Recommends operational, policy and procedural changes.
- (5) Ensure appropriate security, backup, and disaster recovery policies are in place to protect district data and systems.
- (6) Work with district stake holders to maintain an up-to-date District Technology Plan.
- (7) Manage district E-Rate program to secure yearly e-rate funding.
- (8) Manage policies and procedures to ensure district's compliance with the Children's Internet Protection act (CIPA).
- (9) Coordinate computer based testing and ensure adequate systems are available and configured correctly.
- (10) Write technology grants for available resources and manage awarded grant projects.
- (11) Implement technology training programs for district and school personnel.

Board Approved April 20, 1998
Amendment Board Approved April 15, 2003
Amendment Board Approved August 17, 2010
Amendment Board Approved May 20, 2014

NETWORK MANAGER (Continued)

- (12) Comply with all technology related requests from Department of Education in a timely manner.
- (13) Coordinates activities with district, school, and technical staff.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- (15) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 19-25
12 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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Amendment Board Approved April 15, 2003
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