

GORHAM SCHOOL DEPARTMENT

TITLE: Technology Systems Administrator

QUALIFICATIONS:

1. College degree or related experience
2. Knowledge of public education and its related challenges to using technology for improved productivity and student learning.
3. Ability to use common office productivity software and browser based applications.
4. Ability to work cooperatively with a variety of end users.

REPORTS TO: Director of Technology & Information

JOB GOAL: To assist with providing technical support and leadership that will provide an efficient technology infrastructure for district students and staff, municipal offices, and community access.

RESPONSIBILITIES:

1. Installs and manages all file and domain servers including upgrades and trouble shooting.
2. Manages all network devices in the schools and municipal buildings, including trouble shooting network problems and planning and implementing network security.
3. Assists with administration of the IP telephony phone system.
4. Provides level II tech support for staff and other technology department members.
5. Manages helpdesk server, including dispatching tech support calls and trouble shooting user problems.
6. Assists in administering school district web server and district e-mail.
7. Assists other departments by providing support for specific software packages, including transportation software, standardized assessment software, school nutrition software, library software and business office software.
8. Performs such other duties as may be assigned by the Director of Technology.

WORK YEAR: Twelve-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012