

JOB DESCRIPTION

POSITION TITLE: NETWORK ADMINISTRATOR

REPORTS DIRECTLY TO: LEARNING TECHNOLOGY MANAGER

REPORTS INDIRECTLY TO: SUPERINTENDENT OF LEARNING

DIRECT REPORT: N/A

ORGANIZATION: PRAIRIE SPRIT SCHOOL DIVISION NO. 206
WARMAN, SASKATCHEWAN

DATE: MAY, 2012

ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 44 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 8 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

THE POSITION

The Network Administrator is responsible for managing and maintaining technology to support all students and staff and provides a model for computer literacy assistance to classrooms and offices as an ever evolving resource within the larger vision of literacy, integration and transformation (Jukes, 2004), as well as supporting users. In addition, the Network Administrator provides leadership and guidance for Computer Technicians.

KEY ACCOUNTABILITIES

Accountability: Technology (60%)

- Provide user support to all staff and students within the school division.
- Setup, maintain, test and repair workstations, networks, servers, AV equipment, switches, printers/copiers, and phone/paging equipment.
- Research, testing, installation, and configuration of all operating systems and software used within the division.
- Assist school administrative staff and teachers with the use of student information systems software.
- Maintain and monitor data backup and security.

- Responsible to maintain a standardization of technology across the school division and acts collaboratively to achieve this.
- Participate in large scale technology renewal deployments.
- Comply with PSSD board policy, the provincial Acceptable Use Policy and Best Practices manual.
- Liaise directly with the LSF to support educational initiatives in the classroom.

Accountability: Program Development/Enhancement (20%)

- Seek opportunities to improve and enhance technology use for staff and students.
- Mentor and guides team members.
- Prepare for future development and growth by reading research related to the fields of technology and the use of technology in education.
- Provide literacy training for students and staff such as:
 - How to use a SmartBoard
 - How to use an application or device
 - Assist a teacher during a lesson
 - Assist a secretary with the SIS
 - Assist a principal with portals
 - Create “how to” documents, tutorials, video demos

Accountability: Administrative (20%)

- Communicate effectively with school administration and other personnel using established protocols.
- Communicate with the helpdesk and Learning Technology Manager routinely, including instances of theft, breakage, concerned staff member, hacking or inappropriate network use.
- Maintain hardware inventory and software licensing compliance.
- Ship and receive hardware for warranty purposes.
- Prepare documentation and professional reports upon request.

SKILL & COMPETENCY REQUIREMENTS

- Effective interpersonal and communication skills to interact with staff members and the public in a professional manner.
- Effective presentation skills to training and guide staff through technical information and applications.
- Ability to work effectively in a team environment.
- Ability to prioritize tasks based on their influence on learning for students and is able to help others in the prioritization of tasks.
- Display a commitment to innovation in the area of technology;
- Effective customer service skills to understand staff and division technological issues and respond in an efficient and professional manner
- Display analytical and problem solving skills to diagnose issues and uncover root causes.
- Ability to do Medium Work (exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects).
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EDUCATION, KNOWLEDGE AND EXPERIENCE

- A diploma or certificate from an accredited and provincially recognized technical institution as approved by the Board of Education.
- Minimum 4 years of experience in IT sector.
- Microsoft MCSA and A+ Certifications or equivalent knowledge.
- Expert knowledge of Windows OS, workstations, laptops, servers, peripherals and networks.
- Sufficient knowledge of Microsoft Office and Adobe Applications.
- Ability to configure, manage and troubleshoot Active Directory, Group Policy, DNS, DHCP, MS SCCM, Nortel network appliances and phone/paging systems.

- Awareness of emerging technologies and their potential application in education.
- Advanced troubleshooting experience.
- Hold a valid driver's license and provide your own vehicle.