

NOTICE OF VACANCY

SHELBY COUNTY SCHOOLS

JOB TITLE: NETWORK TECHNICIAN

QUALIFICATIONS:

1. High school graduate and other advanced training.
2. Minimum 2 years experience in a LAN network environment. WAN preferred.
3. MCP and Net+, or equivalent experience required.
4. Experience with SQL and Linux web servers preferred.
5. Cisco Certified Network Administrator preferred.
6. Experience with terminal services
7. Knowledge of computer applications.
8. Proficiency with Windows 98, 2000, XP including registry recovery.
9. Good record keeping skills.
10. Demonstrated ability to work with people as part of a team.
11. Strong communication and listening skills.
12. Excellent written and oral communication skills with the ability to relate complex concepts to the general public.
13. Valid Alabama driver's license and good driving record.

REPORTS TO: Technology Coordinator

JOB GOAL: Support the use of technology for instruction, communication, and administration system wide. Assist in the expansion and maintenance of LAN/WAN networks, troubleshoot and resolve user problems, and develop expertise in System software. Work with technology team to develop procedures and practices to minimize downtime and maximize network efficiency.

PERFORMANCE RESPONSIBILITIES:

1. Install, configure, and maintaining hardware, firmware, and software at the school and district level.
2. Provide technical support at the building and system level.
3. Provide 2nd level technical support.
4. Develop expertise in System software in order to support, upgrade and troubleshoot.
5. Create, delete, disable, move network user accounts, as assigned.
6. Work with the Help Desk Coordinator to create efficient work schedule.

7. Document warranty, downtime, and maintenance notes in a systematic manner.
8. Maintain an awareness of current technology trends.
9. Carry out responsibilities in a manner to promote good public relations.
10. Maintain confidentiality of all school-related information.
11. Maintain proper and professional relationship with students and other employees.
12. Be familiar with and follow Board policies.
13. Assumes and performs other tasks, and assume such other responsibilities the Technology Coordinator and Superintendent may assign.
14. Driving to and from locations is required. Good driving record must be maintained.
15. Lifting of equipment up to 50 lbs is required.

TERMS OF EMPLOYMENT: Twelve-month contract. Salary according to appropriate current schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: \$53,415.24 - \$60,785.40 Annual

INTERESTED PERSONS SHOULD CONTACT: Complete a classified application online at www.alsde.edu. If questions, contact the Technology Office, 682-5620