Name: _____   **Date:** _____

Colquitt County School System
Job Description and Evaluation Instrument

Site: System-wide
Position Title: Network Administrator
Reports To: Director of Network Services

Primary Function:

To assist in planning and support the design and maintenance of local and wide area networks and technology maintenance and repair.

Requirements:

❑ **Educational Level/License Required: High School Diploma or equivalent and two years of secondary education with emphasis on computer networking or Industry Standard certifications plus a minimum of three years experience as a network administrator.**
❑ **Physical Activities: Routine physical activities that are required to fulfill job responsibilities and ability to lift a minimum of 75 pounds .**
❑ **Proficient Skills: Written and oral communication skills, organizational skills and public relations skills.**

Essential Duties: When used as an evaluation instrument the evaluator is to mark each item by circling S for tasks in which the employee meets or exceeds expectations and NI for tasks in which the employee has not met expectations. The primary reason for this evaluation is to promote growth of the employee necessary to fulfill these expectations.

GENERAL

		SCORE	
1.	Maintains a pattern of prompt and regular attendance. Number of annual absences to date:	S	NI
2.	Demonstrates knowledge and proficiency in the use of internet and email as applicable to job responsibilities.	S	NI
3.	Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.	S	NI
4.	Demonstrates appropriate verbal, written and telephone communication skills.	S	NI
5.	Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.	S	NI
6.	Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.	S	NI
7.	Maintains confidentiality of sensitive information and material; adheres to chain of command.	S	NI
8.	Maintains a professional appearance as appropriate for job responsibilities.	S	NI
9.	Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient office.	S	NI
10.	Participates in workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.	S	NI
11.	Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.	S	NI
12.	Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style. Limits personal business and phone calls to a minimum during work hours.	S	NI
13.	Provides guidance in developing guidelines for technology purchases and decisions.	S	NI
14.	Follows professional practices consistent with system policies in working with others.	S	NI
15.	Complies with school, system, state and federal regulations as related to job requirements.	S	NI
16.	Accepts new challenges in a professional manner.	S	NI
17.	Enhances the climate of the building and the morale of colleagues.	S	NI
18.	Demonstrates loyalty to the school system and administration.	S	NI
19.	Performs routine duties and tasks with little or no direction or supervision.	S	NI

TECHNOLOGY

		SCORE	
20.	Installs and maintains computer hardware, software and peripherals incorporating the various configurations used in the system facilities.	S	NI
22.	Assists with monitoring acceptable use policies for computer usage.	S	NI

Network Administrator

	S	NI
23. Provides technical support and training for school personnel on hardware, software, networking, and operating system software in system facilities.	S	NI
24. Provides customized training for technology support personnel and/or media specialists in the maintaining of computer systems, which incorporate various peripherals and software configurations.	S	NI
25. Researches and assists in setting specifications for networking and telecommunications technology in schools including internet, intranet, local area networking and wide area networking.	S	NI
26. Maintains a maintenance and repair schedule of computer hardware	S	NI
27. Supports technology needs of all departments.	S	NI
28. Assists with developing guidelines and monitoring network security.	S	NI
29. Performs all other duties and responsibilities as assigned by the supervisor.	S	NI

Overall Evaluation Score: ☐ **Satisfactory**   ☐ **Unsatisfactory**

SIGNATURES: *Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.*

Employee: _____   **Date:** _____   **Comments Attached:** _____

Evaluator: _____   **Date:** _____   **Comments Attached:** _____

Network Administrator