ORIGINATION DATE 08/20/2001

LAST REVISION DATE 08/20/2001

BAND & GRADE   C 4 2 10

POSITION TITLE **High School Computer & Network** Specialist

IMMEDIATE SUPERVISOR High School Principal

SUPERVISOR   EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

Job Summary (Basic Purpose of Position)

The High School Computer & Network Specialist manages the deployment, maintenance, support and upgrade of servers, desktop PC including both Mac and Windows, hardware, software, operating systems, digital projectors and distributed printers. Also, the High School Computer & Network Specialist installs, configures and maintains the school's network and web presence. Duties also include being support to staff and students as needed.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W,M, A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE; LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Local Area Network (LAN)				KNOWLEDGE:	EVIDENCE EXISTS THAT:
1.01 Design, specify, build and configure the network	C4	D 5		1. Sound working knowledge of Mac, Windows 95/98/NT/2000, Novell, Linux, and UNIX platforms.	1.01 The network is functional
1.02 Maintain all switches, wireless hubs & routers	B2	D 2			1.02 The electronics allow functional communication
1.03 Maintain web content firewall	B2			2. Sound working understanding of computer hardware and components.	1.03 Students are unable to get to unauthorized websites
1.04 Upgrade and install network hardware	B2	D 1			1.04 Upgrades and new installs are performed
1.05 Admininster the network	B2	M		3. Good understanding of software applications such as Microsoft Office, Internet Explorer, First Class, etc	1.05 The network is working to it's full potential
1.06 Maintain security of network	B2	D 2			1.06 The LAN is physically and electronically secure to the fullest extent possible
1.07 Monitor, perform skilled testing, diagnose and repair the LAN	B2	D 3 D			1.07 The LAN's performance is monitored and any problems corrected
1.08 Maintain records	B2	M		4. A strong understanding of networking topologies and protocols along with advantages, limitations and requirements for them.	1.08 Accurate records were maintained to the satisfaction of the supervisor
2.00 Network Servers					
2.01 Design, specify and support servers & supporting software	C4	D 7		5. Advanced trouble shooting skills for computer hardware, software, and networks, including cabling and electronic components.	2.01 The network servers function as needed
2.02 Maintain external & internal web presence	B2	D			2.02 The web server(s) are available for use
2.03 Establish and Manage user accounts	B2	D 5			2.03 The users accounts are maintained
2.04 Estabish & maintain a system of backup for servers		D 2		6. A strong understanding of wireless networking.	2.04 Backup system was established and maintained appropriately
2.05 Update & install software and patches	B2	M			2.05 Updates and patches were installed
2.06 Maintain security of servers	B2	D		7. A good comprehension of programming concepts.	2.06 The servers' are physically and electronicly secure to the fullest extent possible
2.07 Maintain records	B2	M		8. An understanding of technological equipment.	2.07 Accurate records were maintained to the satisfaction of the supervisor

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3.00 Computers				9. Familar with a variety of the field's concepts, practices, procedures, and common terms.	3.01 Workstations were correctly ordered
3.01 Design, specify & order computers workstations	C4	D 12		10. Strong understanding of Network Security	3.02 Workstation technical hardware and software are appropriately maintained
3.02 Diagnose and repair workstation technical hardware and software	C4	D 5		11. District procedures and policies	3.03 Operating systems were installed and updated
3.03 Install & update operating systems	B2	D 2			3.04 Software was installed and updated
3.04 Install & update software	B2	D 3			3.05 Hardware has been upgraded whenever possible
3.05 Upgrade hardware when needed	B2	W		ABILITY TO:	3.06 Computers are sent to either to the District Computer Repair person or back to the factory for repair when unable to fix them on-site.
3.06 Prepare computers for repair when it cannot be done in-house	B2	D		1. Plan, communicate, and relate effectively with others.	
3.07 Maintain records	B2	M		2. Work with group processes and activities.	3.07 Accurate records were maintained to the satisfaction of the supervisor
4.00 Printers				3. Manage time efficiently.	
4.01 Review, evaluate, specify & order printers	B2	M		4. Work with multiple vendors for ordering products	4.01 Printers were correctly ordered
4.02 Install and maintain printers		D 2		5. Maintain schedules and records	4.02 Printers were installed and appropriately maintained
4.03 Maintain records		M		6. Read, write, spell and speak effectively using standard English	4.03 Accurate records were maintained to the satisfaction of the supervisor
5.00 Support				7. Keyboard with moderate proficiency	
5.01 Provide a technical resource to staff and students	C4	D			5.01 Served as a resource person to staff and students
5.02 Provide software services	B2	D			5.02 Software services were provided
5.03 Provide phone support to staff	B2	D 3			5.03 Staff questions concerning computer problems were answered over the phone when needed
5.04 Teach and provide technical structured lessons to students and staff	B2	D 3			5.04 Structured lessons were offered to students and staff
5.05 Provide technical support to teachers with lessons that require technology	B2	D 5			5.05 Teachers were assisted with technology needed for lessons
5.06 Teach and provide small group instruction and one-to-one instruction	B2	D 10			5.06 Instruction was given to small groups and individuals
5.07 Teach and provide technical suppport to users with computer problems	B2	D 20			5.07 Assistance was given to users with computer problems
5.08 Teach and provide technical support to users with network problems	B2	D 5			5.08 Assistance was given to users with network problems
5.09 Teach and provide technical support for LAN-based applications	B2	D			5.09 Support was given for LAN-based applications

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6.00 Miscellaneous Duties					6.01 Actively participates on the school's Technology Committee
6.01 Facilitate the high school's Technology Committee	C4	M			6.02 Actively particpates on the school district's Technology Committee
6.02 Participate on the school district's Technology Committee	B2	M			6.03 Digital projectors, scanners, digital cameras and digital video cameras are appropriately supported
6.03 Maintain, upgrade and support the digital projectors, scanners, digital cameras, & digital video cameras	B2	D			6.04 The large screen projection systems are appropriately supported
6.04 Maintain, diagnose, upgrade and support the large screen projection systems in the Commons	B2	D			6.05 The web content is correct and up-to-date.
6.05 Create, update and maintain the content of the internal & external web servers	B2	D 5			6.06 The school sign's computer system is appropriately maintained
6.06 Maintain, upgrade and support the computer system running the school's sign	B2	W			6.07 The security card system is appropriately maintained
6.07 Maintain, upgrade and support the security card system	B2	W			6.08 Other technologies are maintained to fullest extent possible
6.08 Maintain, upgrade and support a variety of other technology	B2	D			6.09 As new technology is developed, time is given to investigate how this new technology would help further instruction at the Bemidji High School
6.09 Research, review, evaluate and recommend new and emerging technology and implement it in the future	B2	D 3			6.10 N/A
6.10 Perform other duties as assigned by the supervisor					