

# BEMIDJI AREA SCHOOLS

## POSITION JOB DESCRIPTION

POSITION TITLE Middle School Computer & Network Specialist

IMMEDIATE SUPERVISOR Middle School Principal

ORIGINATION DATE Jan 30, 2006

LAST REVISION DATE Sept 29, 2006

BAND & GRADE C 4 2 10

SUPERVISOR \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

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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 Middle School Computer & Network Specialist manages the deployment, maintenance, support and upgrade of servers, Personal Computers, hardware, software, operating systems, digital projectors and distributed printers. Also the Middle School Computer & Network Specialist assists in configuring and maintaining 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	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?
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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 Maintain all switches, wireless hubs & routers	B2	D5		1. Sound working knowledge of current and Windows platforms.	1.01 The Network is functional
1.02 Upgrade and install network hardware	B2	D2		2. Sound working understanding of computer hardware & components	1.02 The electronics allow functional communication.
1.03 Administer the Network	B2			3. Good understanding of software applications such as Microsoft Office	1.03 Students are unable to access unauthorized websites
1.04 Maintain security of the network	B2	D1		Internet Explorer, Safari, Firefox, First Class, etc	1.04 Upgrades and new installs are performed.
1.05 Monitor, perform testing, diagnose and repair the LAN	B2	M		4. An understanding of networking topologies and protocols along with advantages, limitations and requirements for them.	1.05 The network is working to it's full potential.
1.06 Maintain records	B2	D2			1.06 The LAN is physically and electronically secure to the fullest extent possible.
		D			
		M			

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2.00 Network Servers				5. Advanced trouble shooting skills for computer hardware, software, and networks, including cabling	1.07 The LAN's Performance is monitored and any problems corrected.
2.01 Design, specify and support servers & supporting software	C4	D7		6. A strong understanding of wireless networking.	1.08 Accurate records were maintained to the satisfaction of the supervisor.
2.02 Maintain external & internal web presence	B2	D		7. A good comprehension of programming concepts.	2.01 The network servers function as needed.
2.03 Establish & manage user accounts	B2	D5		8. An understanding of technological equipment.	2.02 The web server(s) are available for use.
2.04 Establish and maintain a system of backup for servers.	B2	D2		9. Familiar with a variety of the field's concepts, practices, procedures and common terms.	2.03 The user accounts are maintained.
2.05 Update & install software & patches	B2	M		10. An understanding of Network Security.	2.04 Backup system was established & maintained appropriately.
2.06 Maintain security of servers.	B2	D		11. District procedures & policies	2.05 Updates & patches were installed.
2.07 Maintain records.	B2	M			2.06 The servers are physically & electronically secure to the fullest extent possible
					2.07 Accurate records were maintained to satisfaction of the supervisor.

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<b>3.00 Computer</b>				<b>ABILITY to:</b>	
3.01 Design, specify & order computer workstations.	C4	D12		1. Plan, communicate, and relate effectively with others.	3.01 Workstations were correctly ordered
3.02 Diagnose & repair workstation technical hardware & software	C4	D5		2. Work with group processes and activities.	3.02 Workstation technical hardware & software are appropriately maintained
3.03 Intall & update operating systems.	B2	D2		3. Manage time efficiently	3.03 Operating systems were installed & updated.
3.04 Install & update software.	B2	D3		4. Work with mulitple vendors for ordering products.	3.04 Software was installed and updated
3.05 Upgrade hardware when need	B2	W		5. Maintain schedules and records.	3.05 Hardware has been upgraded whenever possible.
3.06 Prepare computers for repair when it cannot be done in-house	B2	D		6. Read, write, spell and speak effective using standard English.	3.06 Computers are sent to either the District repair person or to an authorized repair site for repair when unable to fix them on-site.
3.07 Maintain records.	B2	M		7. Keyboard with moderate proficiency.	3.07 Accurate records were maintained the satisfaction of the supervisor.
<b>4.00 Printers</b>					
4.01 Review, evaluate, specify & order printers.	B2	M			4.01 Printers were correctly ordered.
4.02 Install & maintain printers.	B2	D2			4.02 Printers were installed and appropriately maintained.
4.03 Maintain records.	B2	M			4.03 Accurate records were maintained the satisfaction of the supervisor.

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5.00 Support					
5.01 Provide a technical resource staff & 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	D3			5.03 Staff questions concerning computer problems were answered over the phone when needed.
5.04 Teach & provide technical structured lessons to students & staff.	B2	D3			5.04 Structured lessons were offered to students & staff.
5.05 Provide technical support to teachers with lessons that require technology.	B2	D5			5.05 Teachers were assisted with technology needed for lessons.
5.06 Teach & provide small group instruction & one-to-one instruction.	B2	D10			5.06 Instruction was given to small groups and individuals.
5.07 Teach & provide technical support to users with computer problems.	B2	D20			5.07 Assistance was given to users with computer problems.
5.08 Teach & provide technical support to users with network problems.	B2	D5			5.08 Assistance was given to users with network problems.
5.09 Teach & 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 Facilitate the middle school's Technology Committee	C4	M			6.01 Actively participates on the school's Technology Committee.
6.02 Participate on the school district's Technology Committee	B2	M			6.02 Actively participates on the district's Technology Committee.
6.03 Maintain, upgrade & support digital projectors, scanners, digital cameras, & digital video cameras.	B2				6.03 Digital projectors, scanners, digital cameras & digital video cameras are appropriately supported.
6.04 Gather, create, update & maintain the content of the building's external web page.	B2	D			6.04 The web content is correct & up-to-date.
6.05 Maintain, upgrade & support variety of other technology.	B2	D5			6.05 Other technologies are maintained fullest extent possible.
6.06 Research, review, evaluate & recommend new & emerging technology & implement it in the future.	B2	D			6.06 As new technology is developed, time is given to investigate how this new technology would help further instruction at the Bemidji Middle School.
6.07 Perform related duties as assigned by supervisor.	N/B	D3			6.07. N/A