

Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

JOB TITLE: Network Assistant **WAGE/HOUR STATUS:** Non-Exempt
REPORTS TO: Director of Technology **PAY GRADE:** 20,000 starting
DEPT./SCHOOL: Technology Department **DATE:** April 10, 2006

DAYS IN CONTRACT: 226

PRIMARY PURPOSE:

Assist in administering the District's computer network, Internet, and databases.

QUALIFICATIONS:

Education/Certifications:

High School Diploma or GED

Novell Administrator Certification or willingness to acquire within two (2) years

Special Knowledge/Skills:

Some knowledge of installation, administration, and design of network-related equipment and peripherals including but not limited to servers, switches, routers, network printers, network cards, and cabling

Knowledge of Windows 95/98/2000/XP operating systems and some knowledge of network database applications, including but not limited to A+LS, Compass, Accelerated Reader, RSCCC, Winschool, GroupWise, and Novell's user database
Effective interpersonal, organizational, and communication skills

Experience:

Some experience with administering the above named applications

Some experience with administering servers and other network equipment

Some experience with designing and administering computer networks

Some experience with designing and administering Internet connections

Some experience with designing and administering database connections

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Address Street, City, TX 12345

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MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist the network technicians in the design, administration and configuration of network database applications
2. Assist the network technicians in the design, administration and configuration of Novell's user access database
3. Assist the network technicians in the design, administration and configuration of Internet access
4. Assist the network technicians in the design, administration and configuration of servers, switches, network printers and more
5. Assist the network technicians in the design, administration and configuration of campus networks
6. Keep current with technology and network advancements
7. Keep informed of and comply with state and district policies and regulations, as well as District procedures, concerning technology and its use
8. Keep proper records documenting daily work and inventory changes
9. Organize office and work areas
10. Any additional duties as assigned

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; handle multiple projects simultaneously

Physical Demands/Environmental Factors:

Frequent district-wide and statewide travel (must have an automobile); occasional prolonged and irregular hours; standing; bending; and lifting heavy objects often required.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by (supervisor): _____ Date: _____

Reviewed by (employee): _____ Date: _____

Approved by (Human Resources): _____ Date: _____

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