

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** **DISTRICT NETWORK MANAGER**

- QUALIFICATIONS:**
1. Associate's degree in computer science or information systems or comparable experience with computer hardware, software, networks, and websites
  2. Required criminal history check and proof of U.S. citizenship or legal resident alien status
  3. Ability to troubleshoot computer and peripheral hardware problems
  4. Patience in dealing with people
  5. Ability to learn quickly
  6. Ability to handle multiple tasks simultaneously
  7. The ability to bend, lift, squat, crawl, perform repetitive motions and work overhead.
  8. The ability to climb ladders and work on roofs or ceilings.
  9. The ability to lift 50 lbs. at least 25% of the time

**REPORTS TO:** District Technology Administrator

**POSITION GOAL:**

To ensure the districts employees and students are provided technology that works according to its design and is effective in achieving the goals of the district. To assist in daily operations of district network and server infrastructure as well as tasks delegated by the District Technology Administrator.

**ESSENTIAL JOB FUNCTIONS:**

1. When in absence of District Technology Administrator, oversee Computer Technicians and provide supplement to evaluations
2. When in absence of District Technology Administrator, serve as Network Engineer
3. Develop OS images for use on Apple and PC platforms
4. Assist in the management of servers and network devices
5. Have working knowledge of all student information systems
6. Have working knowledge of emergency notification systems
7. Perform installation, repair, and maintenance work on equipment and all district hardware
8. Support staff members by resolving technical issues as they arise

9. Assist with installation of network and phone drops as needed
10. Work under supervision of DTA in maintenance of servers
11. Oversee imaging desktop, laptop, and tablet computers
12. Assist with technology staff development as needed
13. Assist District Technology Administrator with installation of various pieces of hardware as needed
14. Assist with maintaining an accurate inventory of computer hardware
15. Troubleshoot problems that arise on desktop, laptop, and tablet computers
16. Staying updated on the latest computer periphery
17. Coordinating with other technicians about computer issues
18. Participate in ordering process for computer-related hardware, software, and supplies
19. Unpack, document, and tag all new equipment
20. Configure all new and existing equipment according to standards
21. Distribute new equipment and move reallocated equipment across building
22. Ensure adherence to school standards for all computer equipment
23. Identify disposable equipment and document its disposal
24. Keep track of all hardware and software in asset management database
25. Perform routine preventative maintenance on all computer equipment
26. Oversee and document break/fix activities on hardware
27. Oversee anti-virus updates for computer devices
28. Oversee lending of computer equipment (notebooks, etc.) to faculty and staff, track loaned equipment, and ensure hardware and software integrity upon return
29. Oversee distribution and tracking of computer-connected projection equipment
30. Oversee backup of all network devices, changing and labeling tapes, etc.
31. Respond to hardware and software troubleshooting calls from users
32. Make recommendations, as appropriate, regarding hardware and software brands, models, versions etc. that would benefit school users
33. Perform any other appropriate duties that may be assigned

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

Board Approved: 12/9/19