



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Teacher, Network Manager
FLSA Status: Exempt
Salary Grade, if non-union:
Pay Grade, if union: Teacher Salary Schedule
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to coordinate the installation and management of instructional and non-instructional school microcomputer networks. Acquires and updates skills as necessary for effective network management. Installs, troubleshoots, and maintains hardware and software. Trains users in applications on the network. coordinates activities of outside vendors, consultants and trainers.

Essential Functions of this Job

Coordinates the maintenance, operation and management of existing instructional and non-instructional school microcomputer networks. Assists with the planning, design and installation of future network expansions as growth demands. Performs all functions and procedures necessary to install and maintain school network hardware and software. Configures local workstations as needed.

Develops and maintains network procedures to ensure regular system backups on a timely basis for administrative, media, foodservice and instructional networks. Trains and supports backup network manager. Facilitates staff participation in the evaluation and selection of new software, hardware, and materials to support instructional objectives following district hardware/software standards.

Maintains software/hardware inventory to include locations within school and a school data-wiring diagram. Ensures software in the school is properly licensed and maintains related records. Organizes technology resources for easy accessibility by students and staff in coordination with and support of the school media specialist.

Follows troubleshooting procedures for hardware and software. Maintains hardware, hardware history, file server performance status and arranges for timely repairs. Establishes and/or maintains network security

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policy to ensure compatibility with district guidelines and policy. Works cooperatively with the school staff, the school QIC and Information Systems and Technology Division staff.

Incorporates principles of district instructional technology plan into school technology plan. Further, ensures school technology plan is an integral part of the school improvement plan and supports the school's curriculum and instructional program. Chairs the local school technology committee: oversees the development and progression of the five year technology plan, school technology budget, maintains archives of the technology budget and five year plan, coordinates and aligns budget, five year plan and archives with assistance of the appropriate IST departments.

Establishes environment encouraging creative and independent use of instructional technology. Coordinates and/or provides training to school staff in network and software use. Coordinates activities of outside technology vendors, Telecomm installations, consultants and trainers. Encourages student development of skills in the use of instructional technology resources. Models effective use of technology in the classroom and media center for teachers and students.

Facilitates the use of existing and emerging technology by staff and students. Some examples are Internet usage, interactive video, media center search tools, instructional television and computer based instructional materials.

Interprets the school's instructional technology program for staff, parents and members of the community. Continues professional growth and development in the area of technology. Attends ongoing training pertinent to network management and in the use of emerging software and hardware. Keeps abreast of new developments in instructional technology. Attends district network manager training and seminars. Attends technology conferences and seminars as appropriate.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Demonstrated ability to provide training to adults. Demonstrated ability to establish and maintain harmonious working relationships with school teachers, administrators, and district staff. Ability to work patiently and effectively with staff and students, particularly those who are not yet technologically competent. Ability to effectively train school staff in use of network hardware and software. Demonstrated leadership and organizational skills. Demonstrated ability to follow through to completion those complex tasks necessary to activate and troubleshoot network operation. Considerable working knowledge of computer operating systems used in the school (MS DOS, Mac OS, Windows). Demonstrated ability to analyze computer hardware and software problems. Evidence of experience with local area networks (Ethernet, AppleTalk) and training in Novell, NT Server and/or AppleShare networking software. Ability to communicate clearly and concisely both orally and in writing. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

A valid state teaching certificate or local certificate and teaching experience recommended and successful technical training or experience administering local area networks required. Require Network Operating System and workstation client certification or experience working with major network operating systems and major client operating systems. Certification is highly desirable and expected by the end of the first year as network manager.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish

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priorities, set goals and meet deadlines. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds, and frequently weighing 40 pounds or more, with help as necessary.

Local Code: 1927

EEO5: 43

Approval Date: 2004-09-28

Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.