



# The School Board of Polk County

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

## Job Description

Position Title: Paraeducator, Network Manager (11 month)  
FLSA Status: Non-Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: PA08-11  
Non-Union or Specific Collective Bargaining Agreement: Paraeducator 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 perform responsible work for technical and professional coordination of 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.

Coordinates and oversees installation of routines necessary to network school microcomputers to mainframe computers. Develops and maintains network procedures to ensure regular system backups on a timely basis. Trains and supports backup network operator. Facilitates staff participation in the evaluation and selection of new software, hardware, and materials to support instructional objects.

Maintains software library and necessary documentation to include, but not be limited to, network wiring, hardware and software. Maintains inventory of hardware and related peripherals. 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 and arranges for timely repair. Maintains repair history and file server performance statistics.

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Ensures software in the school is properly licensed and maintains related records. Establishes and/or maintains network security policy. Works cooperatively with the school staff, the school QIC, and the Technological Services Division to include InTec, EERS, Data Processing and Information Services.

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. Works with school technology committee to create budget. Makes technology budget recommendation to school administration. Coordinates use of technology with all school personnel.

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 vendors, 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 laserdiscs, interactive video, CD-ROM, instructional television and telecommunications.

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 software programs. Keeps abreast of new developments in instructional technology. Attends district technology contact and other training meetings 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 and/or Unix). Demonstrated ability to analyze computer problems. Ability to communicate clearly and concisely both orally and in writing. Evidence of experience with local area networks (Ethernet, AppleTalk and/or Token Ring) and in training in Novell, NT Server and/or AppleShare networking software. Bilingual/biliterate preferred.

#### Education, Experience and/or Certification/License Requirements

Sixty (60) or more college credit hours or an Associate's degree or higher from an accredited school or a passing score on the Para Pro exam required. Diploma from an accredited High school, Bachelor's degree and valid Florida teaching certificate recommended. Successful technical training or experience administering local area networks required. Due to the need to train and support classroom teachers, less than a teaching degree greatly diminishes the level of credibility when supporting faculty.

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

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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: 0293

EEO5: 48

Approval Date: 1997-08-26

Date Last Revised: 2015-03-10

*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.*