

**TITLE:** Information Systems/Network Specialist

**QUALIFICATIONS:**

Associates degree in a technical related field of study preferred.

Certification in computer repair or minimum of five years experience with networking and/or troubleshooting computers, printers, and peripherals.

Net+ or equivalent networking certification

Proven ability to troubleshoot a variety of operating systems including Microsoft and Apple.

Ability to analyze and resolve hardware and software problems.

Advanced knowledge in networking.

Must be able to learn and support new and quickly-changing technologies.

Excellent interpersonal skills.

Ability to work independently and within a team environment.

Ability to clearly communicate using standard English language.

Must provide own transportation to travel between facilities.

Must have use of a personal vehicle and a valid CT driver's license.

**REPORTS TO:** Director of Technology

**JOB GOAL:** To help with maintaining computer network systems, maintain the website, and provide technical support in the schools and district office.

**PERFORMANCE RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform the following essential functions satisfactorily:

- Install, configure and test technology equipment, including hardware, peripherals, and software according to manufacturer instructions and ensure proper operation.
- Monitor system performances. Diagnose and resolve network, software and hardware faults (including peripherals), and perform maintenance repairs and upgrades as required.
- Assist administration in the appropriate deployment of technology equipment throughout the district.

- Ensure proper security, firewall and virus protection on all systems and devices.
- Provide support for teachers and pupils in the use of technology across the curriculum.
- Providing technical advice to staff and set up/prepare classes to use technology.
- Assist with the maintenance and monitoring of district print services
- Provide advanced network troubleshooting and support. Work with vendors on network infrastructure issues as they arise.
- Install, maintain and upgrade network hardware and applications.
- Diagnose and fix problems or potential problems with the network's hardware and software systems.
- Monitoring network and systems to ensure security and proper connectivity performance.
- Maintain the website & train staff on use.
- Assist with advanced technology related work requests.
- Collaborate with the District's technology staff to promote fidelity within the Department of Technology and Department of Teaching and Learning.
- Performs other duties as assigned.

**PHYSICAL ACTIVITY:**

- Ability to lift up to 50 pounds
- Ability to walk, stand and sit for prolonged periods of time
- Moderate to extensive degree of physical and emotional stamina
- Possible exposure to bodily fluids due to student injury and illnesses

**TERMS OF EMPLOYMENT:**

Works 12 months. Salary shall be established by the Board of Education after consideration of the recommendation of the Superintendent.

**EVALUATION:**

Evaluated annually by the Director of Technology