

JOB DESCRIPTION
Systems Administrator
NOME PUBLIC SCHOOLS
Classified Range K

QUALIFICATIONS:

1. Bachelor's Degree in Computer Science, Computer Information Systems or Business Information Systems preferred.
2. Three (3) plus years successful work experience in server administration in an educational or corporate setting.
3. Ability to work well in a team.
4. Experience working with on premise and cloud-based servers / services including the creation and management of network and Google accounts.
5. Experience in the maintenance and repair of Mac, PC and Chromebook computers.
6. Must possess or be willing and able to acquire technical certifications as needed by the district.
7. Experience with UNIX or Linux command line, Directory as a Service (DaaS), Open Directory, Active Directory and LDAP.
8. Experience working with iOS and macOS deployment and management systems.
9. Experience with PowerSchool SIS is a plus.
10. Ability to communicate well verbally, and in writing. Ability to relay technical information to end users with a friendly demeanor.
11. Understanding of networking best practices, including working knowledge of wireless networks and LAN administration.
12. Willingness to work evenings and weekends in the event of an emergency or for system upgrades.

REPORTS TO: Director of Technology or designee

PERFORMANCE RESPONSIBILITIES:

1. Student account creation and maintenance..
2. Administer both on premise and cloud-based servers.
3. Maintain and repair district computers and iPads.
4. Support the district with website updates as needed.
5. Ensure successful student testing environments by configuring client computers and servers with the latest testing software for all Local, State and National computerized assessments.
6. Update and administer district Chrome, iOS, macOS, and Windows devices through our MDM solutions.
7. Monitor/maintain/upgrade instructional technology equipment.
8. Perform the on-site maintenance and repair of technological equipment (computers, printers, and other networking equipment / peripherals).
9. Maintain Local Area (LAN), and Wide Area (WAN) networks, as well as assist with management of the website.
10. Support technology integration in the classroom.
11. Provide professional development and mentoring throughout the district through in-service, small group and individual training.

12. Participate in the district technology planning process.
13. Make recommendations to the District technology committee, administration, or School Board on district technology needs.
14. Assist in coordination, recommendation, and endorsement for the purchase of district technology equipment.
15. Assist in maintaining asset inventory and condition records on all technology equipment and licensing software as needed.
16. Provide support to end users through the technology web help desk interface.
17. Monitor / update on and off premise Internet filtering / shaping solutions.
18. Maintain Internet Caching, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Internet Protocol Address Management (IPAM) systems.
19. Ensure the security and integrity of district systems by implementing and maintaining backup and recovery strategies.
20. Other duties as assigned by the Director of Technology or Superintendent.

EMPLOYMENT TERMS: 230 work days. Placement on the applicable staff salary schedule, dependent on qualifications and experience.

(Updated 04/2025)