

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 08/20/2001

POSITION TITLE High School Computer & Network Specialist

LAST REVISION DATE 08/20/2001

BAND & GRADE C 4 2 10

IMMEDIATE SUPERVISOR High School Principal

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

The High School Computer & Network Specialist manages the deployment, maintenance, support and upgrade of servers, desktop PC including both Mac and Windows, hardware, software, operating systems, digital projectors and distributed printers. Also, the High School Computer & Network Specialist installs, configures and maintains the school's network and web presence. Duties also include being support to staff and students as needed.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W,M, A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Local Area Network (LAN)					
1.01 Design, specify, build and configure the network	C4	D 5		KNOWLEDGE: 1. Sound working knowledge of Mac, Windows 95/98/NT/2000, Novell, Linux, and UNIX platforms. 2. Sound working understanding of computer hardware and components. 3. Good understanding of software applications such as Microsoft Office, Internet Explorer, First Class, etc 4. A strong understanding of networking topologies and protocols along with advantages, limitations and requirements for them. 5. Advanced trouble shooting skills for computer hardware, software, and networks, including cabling and electronic components. 6. A strong understanding of wireless networking. 7. A good comprehension of programming concepts. 8. An understanding of technological equipment.	EVIDENCE EXISTS THAT: 1.01 The network is functional 1.02 The electronics allow functional communication 1.03 Students are unable to get to unauthorized websites 1.04 Upgrades and new installs are performed 1.05 The network is working to it's full potential 1.06 The LAN is physically and electronically secure to the fullest extent possible 1.07 The LAN's performance is monitored and any problems corrected 1.08 Accurate records were maintained to the satisfaction of the supervisor 2.01 The network servers function as needed 2.02 The web server(s) are available for use 2.03 The users accounts are maintained 2.04 Backup system was established and maintained appropriately 2.05 Updates and patches were installed 2.06 The servers' are physically and electronically secure to the fullest extent possible 2.07 Accurate records were maintained to the satisfaction of the supervisor
1.02 Maintain all switches, wireless hubs & routers	B2	D 2			
1.03 Maintain web content firewall	B2				
1.04 Upgrade and install network hardware	B2	D 1			
1.05 Administer the network	B2	M			
1.06 Maintain security of network	B2	D 2			
1.07 Monitor, perform skilled testing, diagnose and repair the LAN	B2	D 3			
1.08 Maintain records	B2	D			
2.00 Network Servers					
2.01 Design, specify and support servers & supporting software	C4	D 7			
2.02 Maintain external & internal web presence	B2	D			
2.03 Establish and Manage user accounts	B2	D 5			
2.04 Establish & maintain a system of backup for servers	B2	D 2			
2.05 Update & install software and patches	B2	M			
2.06 Maintain security of servers	B2	D			
2.07 Maintain records	B2	M			

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3.00 Computers				9. Familiar with a variety of the field's concepts, practices, procedures, and common terms.	3.01 Workstations were correctly ordered
3.01 Design, specify & order computers workstations	C4	D 12			3.02 Workstation technical hardware and software are appropriately maintained
3.02 Diagnose and repair workstation technical hardware and software	C4	D 5		10. Strong understanding of Network Security	3.03 Operating systems were installed and updated
3.03 Install & update operating systems	B2	D 2		11. District procedures and policies	3.04 Software was installed and updated
3.04 Install & update software	B2	D 3			3.05 Hardware has been upgraded whenever possible
3.05 Upgrade hardware when needed	B2	W			3.06 Computers are sent to either to the District Computer Repair person or back to the factory for repair when unable to fix them on-site.
3.06 Prepare computers for repair when it cannot be done in-house	B2	D		ABILITY TO:	3.07 Accurate records were maintained to the satisfaction of the supervisor
3.07 Maintain records	B2	M		1. Plan, communicate, and relate effectively with others.	
4.00 Printers				2. Work with group processes and activities.	
4.01 Review, evaluate, specify & order printers	B2	M		3. Manage time efficiently.	4.01 Printers were correctly ordered
4.02 Install and maintain printers		D 2		4. Work with multiple vendors for ordering products	4.02 Printers were installed and appropriately maintained
4.03 Maintain records		M		5. Maintain schedules and records	4.03 Accurate records were maintained to the satisfaction of the supervisor
5.00 Support				6. Read, write, spell and speak effectively using standard English	
5.01 Provide a technical resource to staff and students	C4	D		7. Keyboard with moderate proficiency	5.01 Served as a resource person to staff and students
5.02 Provide software services	B2	D			5.02 Software services were provided
5.03 Provide phone support to staff	B2	D 3			5.03 Staff questions concerning computer problems were answered over the phone when needed
5.04 Teach and provide technical structured lessons to students and staff	B2	D 3			5.04 Structured lessons were offered to students and staff
5.05 Provide technical support to teachers with lessons that require technology	B2	D 5			5.05 Teachers were assisted with technology needed for lessons
5.06 Teach and provide small group instruction and one-to-one instruction	B2	D 10			5.06 Instruction was given to small groups and individuals
5.07 Teach and provide technical support to users with computer problems	B2	D 20			5.07 Assistance was given to users with computer problems
5.08 Teach and provide technical support to users with network problems	B2	D 5			5.08 Assistance was given to users with network problems
5.09 Teach and provide technical support for LAN-based applications	B2	D			5.09 Support was given for LAN-based applications

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6.00 Miscellaneous Duties 6.01 Facilitate the high school's Technology Committee 6.02 Participate on the school district's Technology Committee 6.03 Maintain, upgrade and support the digital projectors, scanners, digital cameras, & digital video cameras 6.04 Maintain, diagnose, upgrade and support the large screen projection systems in the Commons 6.05 Create, update and maintain the content of the internal & external web servers 6.06 Maintain, upgrade and support the computer system running the school's sign 6.07 Maintain, upgrade and support the security card system 6.08 Maintain, upgrade and support a variety of other technology 6.09 Research, review, evaluate and recommend new and emerging technology and implement it in the future 6.10 Perform other duties as assigned by the supervisor	C4 B2 B2 B2 B2 B2 B2 B2 B2 B2	M M D D D 5 W W D D 3			6.01 Actively participates on the school's Technology Committee 6.02 Actively participates on the school district's Technology Committee 6.03 Digital projectors, scanners, digital cameras and digital video cameras are appropriately supported 6.04 The large screen projection systems are appropriately supported 6.05 The web content is correct and up-to-date. 6.06 The school sign's computer system is appropriately maintained 6.07 The security card system is appropriately maintained 6.08 Other technologies are maintained to fullest extent possible 6.09 As new technology is developed, time is given to investigate how this new technology would help further instruction at the Bemidji High School 6.10 N/A