

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description NETWORK SPECIALIST, School or Sector

QUALIFICATIONS

- Bachelor's Degree in Computer Science or a related field OR Associate's Degree in Computer Science or a related field and two (2) years experience OR an equivalent combination of four (4) years education, technical training and/or experience which reflects the required knowledge, skills and abilities to perform essential job functions

KNOWLEDGE, SKILLS, ABILITIES

- Technical proficiency in network installation, administration, support, and the use of computer applications and technical equipment as related to school and departmental functions.
- Extensive knowledge of various types of computer hardware and software, strong knowledge of network technology and familiarity with current trends and best practices used in the industry.
- Skill in operating computers and peripherals, networks.
- Skill in use of e-mail and Internet.
- Skill in problem solving, human interaction and conflict management.
- Skills In reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications, organization and time management.
- Ability to plan, organize, prioritize, analyze, interpret, and use data in decision-making.
- Ability to communicate and work cooperatively with a variety of audiences.
- Ability to coordinate and manage installations and projects.
- Ability to tolerate high levels of stress.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.

SUPERVISION

REPORTS TO Principal/Designee or IS Field Support Manager
SUPERVISES No supervisory duties

POSITION GOAL

To provide assistance to educational technology facilitator and-to install and maintain campus LAN and computers and to work with IS department to implement new hardware, software and related technology.

PERFORMANCE RESPONSIBILITIES

1. * Work with the district network specialists and educational technology facilitators to install, configure, troubleshoot and support administrative and instructional networks as needed, including file servers, operating systems, application software, workstations, network electronics and cabling.
2. * Assist educational technology facilitator in maintaining hardware and software inventories as directed by supervisor (sector-based).
3. * Maintain hardware and software inventories as directed by supervisor (school-based).
4. * Assist with network installation, and configuration of technology devices, both basic and program related, including adaptive devices.
5. * Troubleshoot existing network systems, including minor and major hardware maintenance, upgrades, and repairs for workstations, file servers, network hardware, peripherals and Network Operating Systems for both LAN and WAN.
6. * Ensure appropriate security, both physical and electronic/software, for desktops/laptops, file servers and other hardware and network equipment.
7. * Coordinate with educational technology facilitator or appropriate school personnel to backup all servers and maintain a log and tape rotation schedule.
8. * Coordinate with educational technology facilitator or appropriate school personnel in the administration of all users in the instructional domain and provide appropriate levels of security for all users, including printer services, access and backups.
9. * Coordinate with and assist district IS staff in the implementation of network upgrades, expansions, or integration of existing/new LANs and the maintenance of accurate network diagrams.
10. * Consult with administrative staff and educational technology facilitator as requested to lend support in the process of ordering

technology and accessories, and evaluate and recommend equipment to be removed from inventory (surplus) and be designated as obsolete.

11. * Follow district Technology Plan, Acceptable Use Policy, copyright laws, and technology guidelines.
12. * Support and advise the school's technology committee/team to ensure technology integration and effectiveness in support of learning.
13. Perform other duties as assigned by the Principal/Designee or IS Field Support Manager.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment, computers, cable testers, toners, hand tools, drills, soldering equipment, van

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITY

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force to thrust forward, downward or outward exerting up to 10 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

C-E \$49,294 - \$87,539
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position Multiple
Personnel Category 14
EEO-5 Line 50
Function Varies
Job Code 1680
Survey Code 65027

FLSA

Applicable
 Not applicable

Previous Approval Date

BOARD APPROVED

December 17, 2002
April 13, 1999

ADA Information Provided by George Kosmac
Position Description Prepared by Ann Kohler, EMC Services

C-E1 \$42,610 - \$75,657

District Salary Schedule
Months 11
Annual Days 223
Weekly Hours 37.5
Annual Hours 1672.5

Job Code 1680N