



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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**Position Title**        Systems Administrator  
**Reports To**            Director of Instructional Technology and Information Systems  
**Level/Grade**  
**Type of position:**     12 Month    10 Month    Contractor    Extra Curricular

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*Responsible for supporting technology systems and infrastructure and their use throughout the school district.*

### Qualifications

- Associate's Degree in technical field required, Bachelor's Degree in technical field preferred
- Broad IT background; experience with Windows and Linux system administration, network administration, HTML, CSS, virtual computing (VMware), SAN configuration and operation, and content management (Drupal)
- "Help desk" experience preferred

### Essential Duties and Responsibilities (*other duties may be assigned*)

- Create and maintain user accounts and passwords.
- Provide support for financials, human resources, telephone, payroll, and other systems.
- Monitor and maintain appropriate network and desktop security.
- Ensure proper operation of the district email server.
- Maintain the district web site.
- Work with the computer technicians to ensure timely response to trouble calls.
- Provide general technical assistance to the user community.
- Troubleshoot hardware, software, and network issues.
- Provide technical assistance to administrative users on financial, human resources, communication, and student data management systems.
- Routine system maintenance on file servers and other network components.
- Provide assistance to the Director of Instructional Technology and Information Systems regarding, but not limited to: (1) evaluation, selection, procurement, and coordination of installation of computer hardware/software; (2) wide-scale software or hardware deployments; (3) server provisioning, administration, backup, and troubleshooting; (4) network configuration, administration, and troubleshooting; (5) support for ancillary systems; (6) supervision and evaluation of computer technicians, (7) establishment and maintenance of "best practice" procedures within the IT department, and (8) teacher and staff training.
- Additional duties assigned by Superintendent of Schools/Director of Instructional Technology and Information Systems.

### Supervises

- Computer Technicians

### Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Specialized Training and/or Associates Degree

### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Creation Date:** 8/1/2014

**Revised Date:**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*