

ORLAND UNIFIED SCHOOL DISTRICT

POSITION TITLE: WIDE AREA NETWORK ADMINISTRATOR

BASIC FUNCTION: This individual is the Network Supervisor

RESPONSIBILITIES:

- Assist schools with designs for local area networks.
- Perform diagnostics on Internet network servers, establish directory structures and user accounts and perform related tasks.
- Back up network servers; archive data; restore data as needed; maintain and update telecommunications hardware and software.
- Troubleshoot network problems and assist in solving both hardware and software problems.
- Provide and assist in providing staff and students with web browser and email training.
- Establish and maintain email accounts for all certificated employees and selected classified employees.
- Develop and maintain school district web site and coordinate development and editing of schools' web pages.
- Train web page designers from each school and District Office divisions to develop web pages and web page editors at sites to keep them current.
- Coordinate development of *Acceptable Use Policy* for Internet access by students and staff.
- Aid in development of a long range plan for the use of present and emerging technology designed to improve the teaching/learning process.
- Review, evaluate and inform instructional staff of recently developed commercial software including recommendations to integrate same into curriculum.
- Coordinate the purchase of technology equipment and materials to insure that needs of the district are being met in the most cost effective manner.
- Maintain an inventory of technology equipment and materials.
- Provide training for teachers, administrators and support staff to insure the appropriate application of technology.
- Consult with curriculum committee to insure that technology applications are effectively integrated into all academic and vocational programs.

REQUIRED QUALIFICATIONS:

Basic foundation of knowledge and skills in technical systems and equipment; basic knowledge of electronic (digital or analog) theories, mechanical design and understanding of the operation and use of the equipment and systems.

SALARY: Paid at Range 3 of the Confidential/Supervisory Salary Schedule,
12 months/year.

Adopted: 3/8/07