**INDIAN CAPITAL TECHNOLOGY
CENTER NO. 4**

JOB DESCRIPTION

POSITION: Network Systems Specialist

RESPONSIBLE TO: District Administrator of Technology Services

QUALIFICATIONS

EDUCATION: Bachelor's Degree Preferred in IT or Technology related field.
                                   Certification in Network+ Certification, and SQL training/knowledge
                                   preferred.

EXPERIENCE: Two (2) years work experience in information technology or
                                   technology education instructional required; Successful experience
                                   communicating with the public in person and working with staff on
                                   instructional and professional development needs.

PERSONNEL
CLASSIFICATION: Support Personnel; Salary Schedule: ST with No Degree, STP with
                                   Associates Degree, Level 1-12 with a Bachelors; 12-month position;
                                   Exempt Class Employee

PRIMARY FUNCTION: Manage enterprise-wide network systems where network includes voice,
                                   data, and video; evaluate and recommend solutions; plan and execute
                                   implementations; including networking hardware and associated software
                                   with the objective of providing a robust, secure, and stable network
                                   infrastructure; maintain familiarity with standard security, privacy,
                                   communications, and telecommunications protocols. Provide specialized
                                   assistance in the setup, training, integration, troubleshooting, and reporting
                                   requirements of the PowerSchool student information system and Canvas
                                   Learning Management systems to ICTC staff across the district.

SKILLS: Functional knowledge of HTML, XML, SQL with a working
                                   knowledge of relational database concepts and performing SQL
                                   queries, Functional knowledge of VMware, Windows Server
                                   2012/2012 R2, 2008/2008R2, 2003, Cisco switches, routers, firewalls
                                   and APs; Basic understanding of Excel and database applications; Basic
                                   understanding of the features and operation of student information
                                   system(s); Basic understanding of learning management system; Basic
                                   understanding of instructional management and professional
                                   development needs.

                                   Excellent human relations skills especially as it relates to the completion
                                   of inter-office and intra-office assignments in a team environment;
                                   Ability to demonstrate initiative with minimal supervision including
                                   planning, executing and completing assignments in a timely manner
                                   while managing multiple priorities and answering to multiple
                                   individuals; Ability to effectively organize and retrieve information in
                                   both electronic and hard copy form.

                                   Proficiency in the use of a variety of multi-media and technology
                                   equipment in a school setting (computer, SmartBoard, projectors,
                                   multiple-line telephone, facsimile, photocopier, etc.); Proficiency in
                                   Word, Excel, PowerPoint, Access and/or Oracle, HTML, Outlook,

Internet, and student information systems; Typing skills of at least 60 words per minute with minimal errors. Strong organizational and mathematical computation skills; Ability to prioritize tasks and perform other duties as assigned.

OTHER: Professional, dependable, trustworthy, team-oriented, selfless and discreet. Be willing and able to travel to local, state, and federal trainings and meetings.

DEPENDABILITY: Punctual and regular attendance following a designated work schedule; At times, must be able to work extended hours and additional days/evenings as required by position responsibilities.

PHYSICAL/MENTAL STANDARDS: Ability to read, comprehend and evaluate varied documents; Ability to prioritize multiple tasks originating from a variety of individuals; Ability to stand for long periods of time; Requires stooping, bending, pulling, lifting, handling and carrying of such articles as books, manuals, files, photocopies, technology/office equipment and job related items. Multi-tasking skills are a necessity. Required to lift up to 35lbs.

EMOTIONAL EFFORT: Moderate to extreme; Frequent deadlines requiring concentrated effort and overtime work; must be a self-starter; must have the ability to prioritize time, assignments, and projects while handling a high volume of tasks from multiple individuals; Ability to handle high stress situations at peak periods of activity and during special events.

ESSENTIAL JOB FUNCTIONS

MAJOR DUTIES Design, integrate, implement, modify, and coordinate the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems on the network.

Allocate system resources, manage accounts, provide documentation, and access to systems and equipment.

Monitor the performance, capacity, availability, and serviceability of installed systems.

Implement security procedures and tools, maintain systems configuration, managing the installation and integration of system patches updates.

Ensure the application of information security/information assurance policies and practices are in place.

Lead the district in the design, setup, and implementation of the PowerSchool student information system.

Establish data agreement between multiple systems; perform data

integration across platforms, including but not limited to PowerSchool, Canvas, Infosnap and School Messenger.

Maintenance and management of PowerSchool software for district, campus, and end user operations and needs.

Extract data using SQL queries to research, analyze, and submit reports from student information system; Conduct data imports and exports.

Implement data management processes across the district to ensure accuracy for auditing purposes.

Provide customization of options, screens, reports and customize database as needed.

Recommend changes and updates to system procedures necessary for compliance of state reporting.

Troubleshoot network systems; problems and user issues.

Attend PowerSchool training as required (may be out of state).

It is expected for employee to be on time each work day as this is essential to the employee's job.

Other jobs/tasks as described and requested by supervisor.

PROFESSIONAL RELATIONSHIPS:

<u>Internal:</u> Build harmonious rapport and work cooperatively with all district personnel while fulfilling the duties of the position in an effective and efficient manner.

<u>External:</u> Assist and communicate with PowerSchool representative(s), ODCTE, other Oklahoma technology centers, ICTC school partners, and other organization personnel and clients in a pleasant and professional manner.

OTHER: Perform other duties and assume such other responsibilities as may be required to accomplish essential job functions and directed by the appropriate administrator.

"Indian Capital Technology Center does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, disability, marital or veteran status."

Updated June 27, 2018

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Signature of Employee   Date

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Signature of Supervisor   Date