

Washington West Supervisory Union Job Description

JOB TITLE: Systems Administrator

FLSA STATUS: Exempt

UPDATED: FY 2017

POSITION OBJECTIVES: To direct, maintain, and enhance a technology infrastructure that includes educational technology integration, network administration, and data management within a 21st Century framework in order to provide a secure, responsive, and evolving technological foundation for

- 1) continuously improving student learning and academic achievement through the utilization of contemporary technological tools;
- 2) maximizing systems effectiveness and efficiency for the overall operations of the HUUSD; and
- 3) overseeing and coordinating educational technology initiatives that enhance both teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Plan, implement, and support computer networks, supporting systems, server and computer hardware, and other peripheral equipment.
- Assist in the planning and implementation of both systems and educational uses of technology at the union, district and building levels.
- Manage the programming functions for systems support, including systems design and implementation, testing and modifying, and documenting flow charts and operational procedures.
- Assist educational technology integration representatives in implementing goals related to the use of technology for instruction.
- Collaborate with the HUUSD Administrative Team members and the Educational Leadership Team in establishing and meeting action steps in technology for continuous improvement.
- Serve as an active member on the HUUSD Education Technology Committee, and function as co-chair as assigned.
- Support and provide leadership to schools and the central office in all areas of data management such as attendance, scheduling, grade reporting, permanent records, assessment data, fiscal management, budgeting, payroll, accounts payable/receivable and personnel.
- Establish priorities for the development and support of all technology functions.
- Supervise the selection, purchase, maintenance, and upkeep of hardware, software and support materials needed for both the educational and systems functions of technology.
- Assist in developing and managing the technology budget for the HUUSD and all of its members.
- Train and supervise analysts, programmers, and network administrators as assigned.
- Manage and oversee the day-to-day activities and record keeping of all technology functions in HUUSD as assigned.
- Maintain contact with state and local organizations that support the use of technology for both the educational and systems functions of schools and districts.
- Act as a local technology expert both for the educational institutions, the support functions, and community at large as assigned.
- Maintain a communications network with appropriate people in the HUUSD as needed.
- Provide in-service training to both professional and support staff members within the district by either conducting the training or coordinating the training to be done by others, as assigned.
- Assist all staff in running technology programs that meet the needs of their job.

- Support the implementation of telecommunications services.
- Keep a district inventory of all equipment and supplies related to technology.
- Attend appropriate workshops and conferences as approved.
- Review research relating to both administrative and instructional technology and disseminate this information to others as needed.
- Work cooperatively with central office administration, principals, and others in preparing an analysis of the overall technology infrastructure.

SUPERVISION RECEIVED: Reports to, receives direction from and evaluated by the Superintendent or Director of Operations and Finance.

SUPERVISORY RESPONSIBILITIES: Assist administrators to manage, supervise, assign/direct and/or oversee the work of other technology professionals. Coordinate the training of employees; monitor work in progress and check completed work; ensure proper OSHA procedures are followed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelor's Degree or higher in computer science or a related field plus 5 years of educational experience, and 5 years of networking experience in a multi operating system environment, or a combination of education and experience from which comparable knowledge and skills are acquired. Minimum of 5 years supervisory experience.
- **Certifications and Licenses.** Valid Vermont driver's license required. License or certification required by the state of Vermont.
- **Language Skills.** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- **Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and area. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra.
- **Computer Skills and Experience.** In-depth knowledge and skills related to information and educational technology, systems design, and programming. In-depth knowledge of both the administrative and instructional uses of information and educational technology in the school environment. Knowledge and experience with web design.
- **Reasoning Ability/Mental Requirements.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

The employee should reference the codes below when reading the following two tables.

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not applicable	NA	activity is not present in the position

PHYSICAL EFFORT AND STRESS: Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following:

	Frequency Code	Essential	Not Essential
SITTING	F	X	
STANDING	F	X	
WALKING	F	X	
SEEING	F	X	
HEARING	F	X	
TALKING	F	X	
DEXTERITY (hands/fingers)	F	X	
USE OF COMPUTERS AND EQUIPMENT	C	X	
LIFTING			
up to 10 lbs.	F	X	
10-25 lbs.	O	X	
25-50 lbs.	O	X	
50-100 lbs.	S		X
100+ lbs.	S		X
CARRYING			
up to 10 lbs.	F	X	
10-25 lbs.	F	X	
25-50 lbs.	O		X
50-100 lbs.	O		X
100+ lbs.	O		X
BENDING/STOOPING	F	X	
PUSHING/PULLING	F	X	
TWISTING	F	X	
CLIMBING	O	X	
BALANCING	F	X	
CROUCHING	F	X	
KNEELING	F	X	
CRAWLING	F	X	
REACHING (i.e., overhead)	F	X	
HANDLING	F	X	
DRIVING	O	X	
REPETITIVE MOVEMENTS (hands, feet)	F	X	
MANAGING STRESS	C	X	
RESOLVING CONFLICTS	O	X	

WORKING CONDITIONS/ENVIRONMENTAL FACTORS: All conditions common to a construction site for residential housing including, but not limited to, the following:

	Frequency Code
EXPOSURE (dust, dirt)	C
EXPOSURE (extreme heat – non-weather, flames)	S
EXPOSURE (extreme cold – non-weather)	S
EXPOSURE (fumes, odors)	S
EXPOSURE (viruses, infectious diseases)	S
EXPOSURE (water)	S
EXPOSURE (hazardous equipment)	S
EXPOSURE (chemicals, hazardous materials)	S
UNEVEN TERRAIN	S
OUTDOOR WEATHER CONDITIONS	S
VIBRATION/NOISE	F
HEIGHTS	O

This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Job assignments can and do change regularly. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.