BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

POSITION TITLE Middle School Computer & Network Specialist

IMMEDIATE SUPERVISOR Middle School Principal

ORIGINATION DATE Jan 30, 2006

LAST REVISION DATE Sept 29, 2006

BAND & GRADE C   4   2   10

SUPERVISOR	EMPLOYEE	PAGE: 1 OF 5

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

JOB SUMMARY (Basic Purpose of Position)

The Middle School Computer & Network Specialist manages the deployment, maintenance, support and upgrade of servers, Personal Computers, hardware, software, operating systems, digital projectors and distributed printers. Also the Middle School Computer & Network Specialist assists in configuring and maintaining the school's network and web presence. Duties also include being support to staff and students as needed.

REGULAR ROUTINE DUTIES: List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES: What You Have to Know to Accomplish Duty of Funcion	PERFORMANCE STANDARDS: How Will You Know the Job is Done?

Note: List each major job function prior to listing of routine duties, skills, and performance standards

REGULAR ROUTINE DUTIES	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES	PERFORMANCE STANDARDS
1.00 Local Area Network (LAN)				Knowledge:	Evidence Exists that:
1.01 Maintain all switches, wireless hubs & routers	B2	D5		1. Sound working knowledge of current and Windows platforms.	1.01 The Network is functional
1.02 Upgrade and install network hardware	B2	D2		2. Sound working understanding of computer hardware & components	1.02 The electronics allow functional communication.
1.03 Administer the Network	B2			3. Good understanding of software	1.03 Students are unable to access unauthorized websites
1.04 Maintain security of the network	B2	D1		applications such as Microsoft Office, Internet Explorer, Safari, Firefox, First Class, etc	1.04 Upgrades and new installs are performed.
1.05 Monitor, perform testing, diagnose and repair the LA	B2	M D2		4. An understanding of networking topologies and protocols along with	1.05 The network is working to it's full potential.
1.06 Maintain records	B2	D M		advantages, limitations and requirements for them.	1.06 The LAN is physically and electroni secure to the fullest extent possible.

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				5. Advanced trouble shooting skills for computer hardware, software, and ne works, including cabling	1.07 The LAN's Performance is monitore and any problems corrected.
				6. A strong understanding of wireless networking.	1.08 Accurate records were maintained the satisfaction of the supervisor.
2.00 Network Servers					
2.01 Design, specify and support servers & supporting software	C4 D7			7. A good comprehension of programmi concepts.	2.01 The network servers function as needed.
2.02 Maintain external & internal web presence	B2	D		8. An understanding of technological equipment.	2.02 The web server(s) are available for use.
2.03 Establish & manage user accounts	B2	D5		9. Familiar with a variety of the field's concepts, practices, procedures and common terms.	2.03 The user accounts are maintained.
2.04 Establish and maintain a system of backup for servers.	B2	D2		10. An understanding of Network Security.	2.04 Backup system was established & maintained appropriately.
2.05 Update & install software & patches	B2	M		11. District procedures & policies	2.05 Updates & patches were installed
2.06 Maintain security of servers.	B2	D			2.06 The servers' are physically & electronically secure to the fullest extent possible
2.07 Maintain records.	B2	M			2.07 Accurate records were maintained satisfaction of the supervisor.

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3.00 Computer				ABILITY to:	
3.01 Design, specify & order	C4			1. Plan, communicate, and relate	3.01 Workstations were correctly ordered
computer workstations.		D12		effectively with others.	3.02 Workstation technical hardware &
3.02 Diagnose & repair workstation technical hardware & software	C4	D5		2. Work with group processes and activities.	software are appropriately maintained 3.03 Operating systems were installed
3.03 Intall & update operating systems.	B2	D2		3. Manage time efficiently 4. Work with mulitple vendors for	& updated. 3.04 Software was installed and updated
3.04 Install & update software.	B2	D3		ordering products.	3.05 Hardware has been upgraded
3.05 Upgrade hardware when need	B2	W		5. Maintain schedules and records.	whenever possible.
3.06 Prepare computers for repair when it cannot be done in-hous	B2	D		6. Read, write, spell and speak effective using standard English.	3.06 Computers are sent to either the District repair person or to an
3.07 Maintain records.	B2	M		7. Keyboard with moderate proficiency.	authorized repair site for repair when unable to fix them on-site.
					3.07 Accurate records were maintained the satisfaction of the supervisor.
4.00 Printers					
4.01 Review, evaluate, specify & order printers.	B2	M			4.01 Printers were correctly ordered. 4.02 Printers were installed and
4.02 Install & maintain printers.	B2	D2			appropriately maintained.
4.03 Maintain records.	B2	M			4.03 Accurate records were maintained the satisfaction of the supervisor.

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5.00 Support					
5.01 Provide a technical resource staff & students.	C4	D			5.01 Served as a resource person to staf and students.
5.02 Provide software services.	B2	D			5.02 Software services were provided.
5.03 Provide phone support to staf	B2	D3			5.03 Staff questions concerning comput problems were answered over the ph when needed.
5.04 Teach & provide technical structured lessons to students & staff.	B2	D3			5.04 Structured lessons were offered to students & staff.
5.05 Provide technical support to teachers with lessons that require technology.	B2	D5			5.05 Teachers were assisted with technology needed for lessons.
5.06 Teach & provide small group instruction & one-to-one instruction.	B2	D10			5.06 Instruction was given to small grou and individuals.
5.07 Teach & provide technical support to users with computer problems.	B2	D20			5.07 Assistance was given to users with computer problems.
5.08 Teach & provide technical support to users with network problems.	B2	D5			5.08 Assistance was given to users with network problems.
5.09 Teach & provide technical support for LAN-based applicatic	B2	D			5.09 Support was given for LAN-based applications.

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6.00 Miscellaneous Duties					6.01 Actively participates on the school's Technology Committee.
6.01 Facilitate the middle school's Technology Committee	C4	M			6.02 Actively participates on the district's Technology Committee.
6.02 Participate on the school district's Technology Committee	B2	M			6.03 Digital projectors, scanners, digital cameras & digital video cameras are appropriately supported.
6.03 Maintain, upgrade & support digital projectors, scanners, digital cameras, & digital video cameras.	B2	D			6.04 The web content is correct & up-to-date.
6.04 Gather, create, update & maintain the content of the building's external web page.	B2	D5			6.05 Other technologies are maintained fullest extent possible.
6.05 Maintain, upgrade & support a variety of other technology.	B2	D			6.06 As new technology is developed, tir is given to investigate how this new technology would help further instruction at the Bemidji Middle Sch
6.06 Research, review, evaluate a recommend new & emerging technology & implement it in the future.	B2	D3			6.07. N/A
6.07 Perform related duties as assigned by supervisor.	N/B				