Wrightstown Community School District
Network Specialist
(Job Description)

Primary Objectives
- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- Provide technical support for all network equipment and software
- Diagnose problems encountered by computer users throughout the district
- Support the day-to-day operations of technology systems in the District
- Diagnose, determine cause(s), and solve network problems

Performance Responsibilities
- **Department Support**
  - Troubleshoot and repair computer equipment, network equipment and cabling, hardware and software
  - Install, repair, and maintain computer equipment, technology systems, telecommunications and networks
  - Install and support LAN's, WAN's and servers
  - Conduct preventative service work on computers and networks
  - Support and respond to calls from users
  - Address technical problems that arise related to computer hardware and software
  - Load software programs
  - Setup technology needs for events
  - Assist with equipment for sound system and light use
  - Set-up computers and install programs as new computers are acquired
  - Maintain all computer labs
  - Work on educational software set-up, maintenance, troubleshooting and solutions
  - Maintain internet connectivity and e-mail support
  - Communicate with teachers, staff, administrators, and IT Director regarding technology needs

- **Other Responsibilities**
  - Perform any other computer responsibilities as assigned by IT Director

Reports To
- IT Director

Qualifications
- Post-secondary training (Associate Degree) with emphasis on network administration and educational technology
- Technical experience in a school setting
- Understanding of K-12 educational technology needs

Evaluation
- Written evaluation to be completed by IT Director based upon a mutually agreed upon evaluation system

Adopted: 10/20/2021
Reviewed:
Revised: