

Westfield Public Schools

Westfield, New Jersey

August 27, 2019
Attachment #3

SYSTEMS ADMINISTRATOR

QUALIFICATIONS:

Bachelor's Degree in engineering or computer science or the equivalent in technical school training.

Experience with hardware and software management systems is preferred.

REPORTS TO:

Chief Technology Officer

MAJOR RESPONSIBILITIES:

To implement and maintain District technology systems as assigned by the Chief Technology Officer

PERFORMANCE RESPONSIBILITIES:

1. Deploys and maintains District systems including (but not limited to):
 - a. Desktops
 - b. Laptops
 - c. Chromebooks
 - d. iPads
 - e. Printers
2. Coordinates imaging and software deployment for District systems.
3. Manages the District's Google account including administrative settings and individual staff/student accounts.
4. Oversees network printing including Papercut software for "follow me printing".
5. Ensures systems are maintained in accordance with industry approved best practices.
6. Provides on-site technical assistance with hardware and software as needed.
7. Works with the Chief Technology Officer to plan for upgrades/replacements of end-user hardware and software.
8. Provides assistance to the Chief Technology Officer and building principals with the budgeting and purchasing of hardware and software.
9. Performs other duties as assigned by the Chief Technology Officer.

TERMS OF EMPLOYMENT:

Work Year/Calendar: Twelve (12) months contract per WAES/Board Agreement

Health Benefits: As per WISSA/Board Agreement

Salary: To be determined by the Board of Education

Vacation: To be determined by the Board of Education

EVALUATION:

Performance of this position will be evaluated annually by the Chief Technology Officer with input from the Network Manager in accordance with the provisions of the Board of Education policy on evaluation of non-certified staff.

Approved: