



## ST. ANNE SCHOOL

### JOB DESCRIPTION

#### **Network/Systems Administrator**

St. Anne School is looking for a creative network/systems administrator to take responsibility for some aspects of technology including, but not limited to, desktop support, database system, production support, and training. If you are a self-starter with a passion for education and technology and have a whatever-it-takes attitude, we want to hear from you.

#### **RESPONSIBILITIES:**

- Act as a role model of professionalism in a Catholic environment.
- Support the philosophy, policies, goals of the school, as well as the decisions made by Board of Directors and administrators.
- Insure the health, safety, and welfare of all students.
- Hold in strict confidence all matters pertaining to school.
- Adhere to all policies and procedures as outlined in the parent/student handbook *and* employee handbook.
- Attend faculty and administrative meetings as needed.

The network/systems administrator, as a member of the technology department, will support the school's administrative and instructional staff, as well as the student population.

#### **DUTIES:**

Windows servers administration (DNS, DHCP, DC, Active Directory)  
Maintain Meraki wireless network  
Maintain Barracuda backup solutions  
Maintain Avaya phone system and unified messaging  
Maintain On Guard security card access system  
Fielding and resolving helpdesk tickets in a timely manner  
Install, configure, and maintain software, hardware, and related peripherals  
Troubleshoot and resolve hardware, software, printing, phone, and A/V problems  
Configure computers (Mac and PC), mobile devices (iPads and Chromebooks), printers, and other technology hardware such as interactive whiteboards, projectors, and HDTVs  
Software image creation, deployment, and maintenance  
Work with vendors to resolve technical issues  
Support printers and copiers - replenish and order toner as needed  
Monitor logs and reports to identify any anomalies and take corrective action  
Create and maintain technical documentation  
Update and maintain the inventory list of all technology assets  
Coordinate timely repair and updates of technology equipment, servers, appliances, printers, laptops, and desktops  
Study knowledgebases as required to resolve technical issues  
Setup audio-visual equipment as needed

Provide end-user training as needed  
Monitor software licensing for compliance  
Perform other duties as assigned by the director of technology

## **Requirements**

In achieving both a dynamic and creative community, St. Anne School encourages its staff, faculty, and students to explore and use technology to enhance their learning experience. The successful network/systems administrator will be able to manage, prioritize, and be supportive to all users of different skill levels. The network/systems administrator plays a vital role within our organization and must be able to communicate complex information to a format comprehensible to our users and have the dedication to follow through on their commitment. Strong people skills and meticulous attention to detail is key for this position. At times, this position will require flexibility in the work schedule in support of network upgrades, maintenance, and school events.

The successful network/systems administrator candidate will have:

- A minimum of 2-3 years of work experience directly involved within a technology support environment
- Experience in administering and troubleshooting Windows OS (Windows 7, 8,10), Mac OS (10.x), iOS (iPads), and Chromebooks
- Experience administering Windows servers (Windows Server 2008, Windows Server 2012 and 2016), OS X Server (Open Directory, AFP)
- Experience in administering network printers and copiers
- Knowledge of imaging and deployment tools (Configurator, Meraki, DeployStudio, Zenworks, Clonezilla)
- Prior experience working in an educational environment is a plus

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight or up to 30 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Ability to climb stairs, walks, and sits for extended periods of time. Ability to climb a ladder for purposes of inspection when necessary.

**Vision:** See in the normal visual range with or without correction. Ability to read printed matter and computer screens.

**Hearing:** Hear in the normal audio range with or without correction. Ability to hear and speak to conduct group training and to exchange information in person, electronically and on the telephone. Ability to understand speech at normal levels.

**Hours:** Twelve- month, salary exempt employee

**Reports to:** Director of Technology

This is a full-time, salaried exempt position. Salary range is commensurate with experience and education. Interested candidates should send their resume and cover letter to the Director of Human Resources, Melissa Vergara at [hr@st-anne.org](mailto:hr@st-anne.org)