

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

System Administrator

Supervisor: Director of Information
Technology

FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. Associate's Degree in Information Technology/Computer Science, or equivalent work experience
2. Minimum of three (3) years working in an Information Technology Infrastructure environment
3. Thorough understanding of Microsoft Server and infrastructure technologies
4. Thorough understanding of virtual technologies (i.e. VMware, AHV, etc.)
5. Thorough understanding of backup and disaster recovery strategies
6. Experience with storage architectures including DAS, NAS, and SANs

Terms of Employment:

- Twelve (12) Month (year to year) Contract
- On-call to address technology emergencies. Night, weekend and holiday work may be required.

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Responsible for the implementation and maintenance of all district physical and virtual server, storage, and end-user technology.
2. Responsible for the implementation and maintenance of all district-wide applications.
3. Responsible for the implementation and maintenance of district security perimeter including firewall and web filtering technology
4. Responsible for implementing and maintaining disaster recovery strategy including backups and performing regular recovery testing.
5. Perform monthly patch management and preventative and corrective maintenance on all systems.
6. Create, maintain, and update technical documentation specific to your job.
7. In cooperation with Director of Information Technology, make system selections and design upgrades for reliability, scalability, and performance.

8. Provide backup operational coverage for the Network Administrator/Technician and assist IT support team with escalated problem tickets.
9. Provide input into the development and revision of district technology policies and procedures.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.