

**Roswell Independent School District  
Job Description**

**Job Title: COMPUTER NETWORKING SPECIALIST**

**Reports To: DIRECTOR OF TECHNOLOGY**

**General Job Description:**

Under general direction of the Director of Technology, install and configure computer/network devices, support end-user computing, local and wide area networks, including but not limited to hardware/software installation, research and purchase of new technologies.

**Essential Duties and Responsibilities:**

1. Support the installation, maintenance and repair of desktops, laptops, Chromebooks, IPADS, Tablets, Printers, and other peripheral equipment and make upgrades as necessary.
2. Assess and change processes as needed to improve efficiency in relation to desktops, laptops, Chromebooks, IPADS, Tablets, Printers, and other peripheral equipment for both hardware and software.
3. Provision Chromebooks and maintain device infrastructure in the google environment.
4. Knowledge of technology hardware: replacement of motherboards, hard drives, memory modules, monitor LCD screen assemblies, power supplies, and video cards.
5. Knowledge of current Windows operating systems
6. Create and distribute Operating System images for Desktops and laptops.
7. Keep computer equipment, hardware, and software updated to meet district needs.
8. Install, configure, and troubleshoot computer networks and electronic mail by isolating and diagnosing network problems, installing, connecting, upgrading software, and providing technical support.
9. Provide technical assistance to District personnel by responding to end-user phone, email, or chat requests for support to resolve basic computer, application, system, device, access, or performance issues; to include setup, installation, troubleshooting, updating, and patching of hardware and software problems.
10. Maintain confidentiality with sensitive information/ matters within the district
11. Train District personnel and others on network operation and programs introduced to the district.
12. Assist with the install of software in cooperation with third party vendors for specialized labs.
13. Enter network users, change passwords, transfer users' files from one device to another, ensure network security, and maintain password integrity on networked devices.
14. Installation of routers, switches, cabling, computers, printers, scanners and other peripheral equipment.
15. Test and recommend software and hardware for school district use and to ensure programs and hardware meet the needs of the system's users.
16. Demonstrate good time management and organizational skills.
17. Import and reconcile new property purchased assuring proper tracking capabilities.
18. Participate in the Information Technology Department requirements, which include attendance at department and district meetings.
19. Install, maintain, and ensure District wide telephone communications.
20. Work independently or in a team with very little supervision.
21. Transportation of technology to multiple District locations.
22. May be required to perform other related duties/ functions as assigned by your supervisor
23. Document incidents using a help desk system or similar task tracking and escalate if needed problems/ solutions to appropriate levels or personnel to achieve resolution.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Work cooperatively with co-Information Technology Technician, Supervisors and Administrators.
2. Demonstrate ethical behavior.
3. Follow district policies and administrative rules and regulations.

**COMPUTER NETWORKING SPECIALIST (CONT'D)**

4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Project over-all concern for personal appearance as it relates to job performance.
6. Carry out assignments and instructions for supervisor in a competent and efficient manner.
7. Work in a safe manner with personal safety and the safety of others as the number one priority.
8. Communicate with supervisor and co-workers.
9. Perform good time management and maintain good organizational skills.
10. Maintain a clean and safe work environment.

**Supervisory Responsibilities:**

None

**Qualifications:**

1. Bachelor's degree in Computer Science or related field preferred.
2. Valid Drivers' license and Car Insurance.
3. Education may be substituted with relevant experience.
4. Must complete technology related certification upon hire.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Make site visits as needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**