

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Technology Network Infrastructure Supervisor

**Terms of Employment:** 12 month contract; 260 days

**FLSA Status:** Non-Exempt

**Reports to:** Technology Engineer Coordinator

**Brief Description of Position:**

The Technology Network Supervisor is responsible for installing, securing, repairing and maintaining district-wide LAN, WLAN and WAN applications, file/database and web servers; ensuring data and network security; managing user access and maintaining related records; assisting in overseeing the computer/server room operation and environment; and providing technical support to district and site staff.

**Required Qualifications:**

- Minimum Bachelor's Degree in computer science, information systems, data processing or related field;
- 2-4 years progressively responsible experience in student information systems and/or database management, including technical knowledge of design, installation, troubleshooting and maintenance of information technology networks/systems.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint and other Microsoft Office programs.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately.

**Preferred Qualifications:**

- Bachelor's degree with major coursework in information systems preferred.
- Experience programming ASP.NET, PHP, T-SQL, and XHTML
- School district experience using student database system currently in use by the district is highly desirable.

### **Essential Duties and Responsibilities:**

- Administers systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, network, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.
- Maintains network operations and software applications (e.g. servers (SQL, Google Apps, Active Directory, Moodle, Infinite Campus, Johnson Controls Metasys etc.), operating systems, district-wide backup and disaster recovery, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
- Maintains wireless network (WLAN) for the purpose of ensuring efficient operations.
- Maintains district wide video surveillance and physical access control systems.
- Cabling and termination of Cat6 and fiber optic cabling as needed.
- Manages project migrations for hardware/software systems for the purpose of ensuring efficient operations.
- Manages database automation to provide for since data entry operations and synchronizing student and staff information between information systems.(SIF, UMRA)
- Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Provides training and instruction for staff use of district hardware and software systems.
- Supports Technology Specialists and System Support Specialists for the purpose of providing direction and/or solving technical problems.
- Troubleshoots malfunctions of network hardware and/or software applications within the district's local and wide area networks, telephones and security systems (e.g. servers, firewall, routers, networking protocols, etc.) for the purpose of resolving operational issues and restoring services.
- Provides monitoring a trending of critical services and network links for status and capacity planning.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient, effective functioning of the work unit.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Reviewed August 2013