



## Woodcrest Christian School System

# IT Level 2 Network Administrator

### MINISTRY DESCRIPTION

#### MINISTRY PURPOSE:

The Information Technology Specialist shall prayerfully and faithfully seek to fulfil the WCSS Mission to "Glorify God by pursuing excellence in *Christ-centered Academics*". The IT Network Administrator is to lead students to Christ, challenge them to obey God's Word, and empower them in the Holy Spirit to reach the Expected Results of *Christ-centered* Wisdom, Character, Stewardship and Service. The IT Network Administrator is to help assist teachers and staff in their efforts at making a godly impact on students and families.

#### MINISTRY RELATIONSHIPS:

The IT Network Administrator closely with the faculty and staff while reporting directly to the assigned Principal and indirectly to the Superintendent. The High School Principal provides written performance evaluation at least annually.

#### MINISTRY QUALIFICATIONS:

The following qualifications are prerequisite to and remain conditions of employment for the IT Network Administrator: New Birth, Christian Growth, Family Commitment, Commitment to a Local Church, Preparation and Calling to Ministry in the school. (See full-page explanation of WCSS Employment Qualifications.)

#### MINISTRY RESPONSIBILITIES:

The IT Network Administrator shall carry out all duties assigned by the Superintendent and fulfil the following responsibilities in the power of the Holy Spirit.

##### A. Focus on Spiritual Ministry.

1. Help establish *Christ-centered Academics* as the main focus of the school.
2. Maintain an increasingly consistent daily walk with Jesus Christ that serves as a role model for others in Biblical convictions, Godly attitudes, wholesome speech, and loving actions.
3. Show by example the importance of Scripture memorization and study, obedience, prayer, witnessing, and unity in Christian fellowship.
4. Motivate teachers and staff to further their maturity in God's gift of salvation by faith in Jesus Christ.
5. Follow scriptural principles of reconciliation to resolve any conflicts that arise with students, parents, or school personnel. (Matthew 5:23-24; 18:15-17) Use the Peacemaker Slippery Slope approach to resolve relational conflict as it arises.

## **B. Uphold Biblical Servant Leadership in the School System.**

1. Live a life of submission to God. (Romans 12:1-2)
2. Submit to God's appointed servant leaders in the School System including the Principal and the Superintendent.
3. Comply with all policies and regulations of the School System.
4. Notify the Principal or Superintendent of any policy that seems inappropriate to support.
5. Perform duties assigned by the Principal.
6. Initiate and demonstrate servant leadership while implementing all policies governing the operation of the School System.
7. Seek the counsel of the Principal and colleagues while maintaining a teachable attitude.
8. Provide input and suggestions to Department Heads, Principals, and the Superintendent.

## **C. Grow in Professionalism as a Christian Educator.**

1. Grow in the grace and knowledge of the Lord Jesus Christ.
2. Develop self-discipline and punctuality in deference to others.
3. Demonstrate adaptability and flexibility out of respect for others.
4. Show use of wise judgment.
5. Display kindness to others. (Ephesians 4:32)
6. Meet everyday stress with emotional stability, objectivity, and optimism.
7. Develop and maintain rapport with students and staff by treating them with friendliness, dignity, and consideration.
8. Maintain a positive example of personal appearance and grooming that displays cleanliness, modesty, and wholesomeness.
9. Use acceptable English grammar and clear articulation in written and oral communication.
10. Maintain thoroughness, orderliness, and neatness in all schoolwork. (I Corinthians 14:40)
11. Attend and participate in scheduled devotional, committee, faculty meetings.
12. Know and follow the procedures for dealing with emergency situations.
13. Refuse to circulate confidential information.
14. Report child abuse to Child Protective Services as required by state law.
15. Support the broader program of the school by attending extra-curricular activities when possible.
16. Utilize educational opportunities for professional growth including college level classes and seminars on and off campus when possible.
17. Place the technology ministry ahead of outside employment or volunteer work.
18. Respond to evaluations to increase professional growth.
19. Represent the school in a favorable and professional manner to school families and the general public.

## **D. Meet Schoolwide Technology Needs while Glorifying the Lord**

### **HARDWARE**

1. Install, configure, upgrade, and maintain the organization's LAN server and workstations. Manage performance and maintain security of LANs. Work with multiple hardware and software platforms at an intermediate level.
2. Upgrade and maintain servers, hardware, software, e-mail, and security systems. Investigate system errors, perform backups, and ensure user accessibility and site performance.
3. Manage the acquisition, installation, and maintenance of the organization's LANs and WANs in collaboration with the Operations department as needed.
4. Analyze, plan, design, and install new computer systems and review, monitor and upgrade existing personal computer systems. Determine user specifications for hardware and software. Install new and maintain existing hardware and software.
5. Oversee and manage the development of the school's web site and corresponding access by parents and staff
6. Work to maintain 99.9 percent network availability for students and staff.
7. Strives to ensure applications, data, and all devices on the network adhere to all required compliance standards.
8. Protects staff and students through endpoint protection management, filtering, and regular cybersecurity training.
9. Maintains documentation for all network infrastructure, applications, and processes
10. Manages wireless, VOIP, VLAN, SAN, Virtualization, Disaster Recovery, and backup and restore functions.
11. Manages building access controls and security surveillance systems.
12. Oversees Active Directory user accounts and computers.
13. Oversees G-Suite and Google Apps for Education user accounts and policies.
14. Manages the retirement and disposal of all hardware and software.
15. Coordinate, manage, and facilitate site technical projects and installations.
16. Assists staff and students on new technology, network access, and software.
17. Escalates problems and work orders as necessary according to expected service levels utilizing service management software.
18. Partners with vendors to implement new technologies and resolve issues under support agreements while ensuring Service Level Agreements are met.
19. Responsible for assembly, configuration, documentation, and placement of incoming hardware.
20. Support Audio Video systems and events as needed.
21. May participate in various committees investigating new projects, new technologies, and training.
22. May be required to attend webinars, conferences, site visits, and research material to provide solutions that adhere to best practices.
23. May require some weekend/evenings to complete required maintenance.
24. Other duties as assigned.

**SOFTWARE**

1. Purchase or adjust software to meet user needs
2. Maintain Student Information System (SIS) and Library software applications
3. Perform backups
4. Install upgrades and/or patches as needed
5. Microsoft certification in Windows Server, Office 365

**TRAINING**

1. Administer and conduct computer training in specialized software applications. Train and monitor progress of staff and effectiveness of training programs. Assess organization computer training needs.
2. Stay current in the latest skills associated with meeting the needs of WCS.

**PLANNING**

1. Assist and facilitate the creation of a technology plan for WCS by the Technology Committee.
2. Assist the Management Team in creating a yearly budget for Technology related areas.

**HELP DESK**

1. Respond to inquiries and requests for assistance with the organization's computer systems or PC's. Identify problems, troubleshoot and provide advice to assist users.
2. Determine priority of technology assistance in accordance with pre-established guidelines to ensure maximum responsiveness to user needs.
3. Direct other part-time technology support personnel in responding to service needs.
4. Coordinate with the computer teacher at WCS and WCDS and assist with hardware and software selection and maintenance.

**SUPERVISORY RESPONSIBILITIES**

1. Occasional supervision of part-time, volunteer or contractors

**Physical Requirements**

This position requires various levels of physical activity and candidates must be able to adequately be able to perform accordingly. Requirements include the ability to:

Stand, sit, crawl, kneel, bend, twist, lift/carry, reach and balance

This description is not designed to cover or contain a comprehensive listing of the employees' activities, duties, or responsibilities.