

**JOB DESCRIPTION – NETWORK TECHNICIAN**

**JOB TITLE:** Network Technician  
**DEPARTMENT:** Chequamegon School District  
**REPORTS TO:** District Administrator  
**WORKERS SUPERVISED:** None

**POSITION SUMMARY:** Supports network systems and subsystems including servers; resolves network operational issues; maintains computer and network hardware, software, and the network; and end user support.

**QUALIFICATIONS:**

**Education:** Two–year associate degree with related experience or four-year bachelor's degree.

**Experience:** A considerable amount of work-related skill, knowledge, or experience is required. Any other alternative to these qualifications as the Board of Education may find appropriate and acceptable.

**AODA Statement:** The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

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**ESSENTIAL JOB FUNCTIONS/TASKS:**

1. Assesses malfunctions of network hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations.
2. Confers with District Administrator on topics related to network installation and configuration for the purpose of providing technical advice and support and implementing the policies and procedures.
3. Executes department activities, computer operations, and data network activities for the purpose of providing services while meeting department objectives.
4. Installs computers, computer and network equipment, network (client and server) hardware and software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining equipment and computer networks that will meet the technology needs of the District.
5. Monitors District servers, website, and related hardware and support for the purpose of ensuring that resources and technology are available and utilized effectively.
6. Prepares written materials (e.g. procedures, drawings, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
7. Repairs network-related failures (e.g. computers, peripherals, network equipment, configuration files, etc.) for the purpose of maintaining computer and network equipment in a safe and functional condition.

**JOB DESCRIPTION – NETWORK TECHNICIAN**

8. Researches software applications and hardware requirements for the purpose of previewing products to provide recommendations regarding applications and purchases and ensuring availability of materials.
9. Supports network operations, computer hardware, and/or software applications (e.g. servers, including file, print, application, WEB, database, proxy, etc., and operating systems, etc.) for the purpose of ensuring efficient operations of network.
10. Supports systems and servers related to District networks (e.g. e-mail systems, accounts, Internet Protocol Systems, IP assignments, computer labs, classroom computers, etc.) for the purpose of ensuring availability of services to authorized users.
11. Trains selected District personnel and related site staff (e.g. e-mail, Internet access/resources, multi-platform applications, etc.) for the purpose of providing information on the operations and maintenance of computer systems and/or providing instruction on technology integration into the location.
12. Transports a variety of items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site or transporting equipment for repair.
13. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

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**SKILLS, KNOWLEDGE AND ABILITIES:**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in computer networking; preparing and maintaining accurate records; using pertinent office software and diagnostic applications; and operating standard office equipment.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: digital analog electronics to component levels; LAN/WAN administration; TCP/IP protocols; current generation operating systems; networking standards and practices; training methodologies for technical employees; and safety regulations.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; being attentive to detail; working with frequent interruptions; working as part of a team; communicating with diverse groups; conveying technical information to non-technical audiences; and meeting deadlines and schedules. Responsibilities include: working under limited supervision using standardized practices and/or methods;

JOB DESCRIPTION – NETWORK TECHNICIAN

providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

ESSENTIAL REQUIREMENTS:

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Systems Evaluation** — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Programming** — Writing computer programs for various purposes.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date