

## **JOB DESCRIPTION – TECHNOLOGY SYSTEMS ADMINISTRATOR**

### **General Description**

The Technology Systems Administrator will report to the Superintendent of Seattle Christian Schools. The Technology Administrator, with approval of the Superintendent, will implement the school technology plan working with computer hardware and software systems.

### **Required Qualifications:**

- Be a spiritually mature and growing Christian who is active in his/her Christian life
- Bachelor's degree in Computer Science or related technical field
- Three years of experience in system development and administration, software programming or computer systems support
- Extensive experience with Microsoft Exchange, system level backup and restore
- Extensive experience with Windows based computer systems (DNS, DHCP, AD, SSL, Server 2003, Server 2008, SharePoint, ISA, XPP, 7, IE8, IE9, IE10)
- Experience with various software applications (Adobe, Java, Office 2007 & 2010)
- Experience with Ethernet hardware, software and applications.
- Experience with relational database systems and development tools (Microsoft Access, MySQL, SQL)
- Experience with PC hardware troubleshooting and service
- Experience with Apple iPads, Apple TV and iOS
- Experience with WiFi infrastructure, management and access
- Experience with web filters and firewalls
- Experience with Internet applications and tools (ftp, telnet, http, https), web based programming, development tools and HTML coding
- Experience with MS IIS, web server tools and applications
- Experience in purchasing negotiation for hardware, software, internet and telephone services
- Experience in managing department level budget
- Excellent verbal and written communication skills
- Excellent multitasking skills required and the ability to manage multiple priorities
- Hands-on skills required to maintain all technology infrastructure
- Strong interpersonal and teamwork skills

### **Duties and Responsibilities:**

- Provide high level skill and expertise in the maintenance and administration of central servers, central server applications, including system level backup and restore
- Implement and maintain central computer systems hardware and software, including design, installation programming, security administration, testing, documentation and support

- Maintain Avaya Office digital/analog phone service and implement adds, moves and changes
- Maintain Barracuda spam & virus filter & WatchGuard firewalls
- Maintain Cymphonix web filter, determine Student/Teacher/Staff access rights and manage BYOD access
- Maintain security system computer, software, proximity cards and staff access
- Maintain the following servers: Exchange 2007, File share, DNS servers, Antivirus server, ISA firewall server, Printer server, Auction database server, Map testing server, Accelerated Reader Server, FitnessGram Server, Admin+ Server, Windows Update server, Backup server, Library server, SharePoint server, Accounting Server, APWEB server, Digital sign servers and other servers as necessary
- Maintain software for the following systems: Accounting, Student Information Systems, Exchange, Auction, MAP testing, Antivirus, Windows Update, Library, Backup/Restore, AR testing
- Maintain access of the Student Information System to staff/parents/students
- Maintain school network access for staff/students
- Maintain WiFi infrastructure and Staff/Student/BYOD access
- Maintain school website. Oversee access and update as required
- Maintain auction software and website for Golf Tournament and annual auction
- Setup and administer auction cashier network, video presentation and assist with sound/audio
- Maintain security cameras, DVR's and infrastructure
- Maintain projectors, printers and network switches
- Provide training to staff for file access, email, MS Office, grading system, Smart Boards, printing and support for basic printer maintenance
- Provide support for any school related technology needs/issues
- Act as backup for sound/audio needs
- Manage department level budget
- Maintain student/teacher/staff computer systems
- Other duties as assigned by the Superintendent