

Caldwell – West Caldwell Public Schools

Job Description

Title: **Systems Administrator**

QUALIFICATIONS:

1. Ability to install new hardware or computer components.
2. Ability to install and/or upgrade software.
3. Experience with repair and cleaning of computers.
4. Experience with imaging computers and virtual environment
5. Ability to lift and move computers.
6. Experience working with Windows XP/7/8
7. Experience working with Windows Server 2003/2008 R2
8. Experience working with Active Directory and Group Policies
9. Experience working with wireless technologies and infrastructure
10. Familiarity with setting up instructional equipment
11. Knowledge of the Microsoft Office 2007/2010/2013 suite
12. Able to make minor repairs to computer equipment and network, when possible, as well as replace hardware and peripherals
13. Experience supporting Educational software and hardware, as assigned
14. Experience supporting interactive boards (SmartBoards, eBeam)
15. Comfortable working in a school environment
16. Strong customer service skills and superior work ethic

REPORTS TO: Supervisor of Technology

RESPONSIBILITIES:

1. Create and maintain desktop images (mainly during the Summer)
2. Maintain desktop hardware and software
3. Maintain and deploy applications to client computers
4. Manage multiple servers, workstations and terminals, ensuring maximum uptime and functionality

5. Contact support for warranty repairs
6. Support Audio/Visual equipment and other instructional technology (projectors, SmartBoard support)
7. Resolve helpdesk tickets as assigned, closing tickets and keeping documentation as necessary
8. Network/Cabling (basic) repair
9. Ensure that service is provided to faculty, staff and students in a professional, courteous and timely manner