

POSITION TITLE:

SYSTEM ADMINISTRATOR

Reports to: Supervisor of Technology

Function/Purpose:

To provide a high level of support for technology in the Division.

General Description:

The System Administrator will provide support to assure the effective and efficient use of technology for administrative purposes as well as an instructional tool. Duties and responsibilities will vary from site to site depending upon the installation and the knowledge, training and experience of the users. This position will involve some training for technology users.

Required Education, Knowledge, Qualification and Experience:

- A wide range of experience and knowledge of technology and its applications.
- A post-secondary degree or diploma from a recognized program will be an asset.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Work with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritize multiple demands.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision:

The System Administrator will not generally be required to directly supervise employees.

General Duties:

Without restricting the generality of the description above, the System Administrator shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.

- Deal tactfully with staff, students, administration and the public.
- Be knowledgeable and supportive of applicable Board policies.
- The System Administrator shall organize, carry out and/or assist in all the computer technology areas within the division under the direction of the Supervisor of Technology with a focus on Server, System and Software administration, testing, maintenance and Deployment.
- Participate in meetings of the TELT team as required.
- Provide advice and discuss with the Principal the nature of the work to be undertaken in the school on each visit.
- Attend in-services and training as required.
- Provide in-service for staff as required.
- Keep required records.
- Adhere to the Division “code of ethics”.
- Comply with all applicable laws and Board policies.
- Other duties as assigned from time to time.

Ordering Materials:

The System Administrator is authorized to purchase necessary materials and fixtures for approved repairs or alterations. For this purpose purchase orders shall be issued to the supplier. The System Administrator is required to discuss purchases with the Supervisor of Technology.

Judgment, Independence & Client Contact:

- Confidentiality
 - A System Administrator is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
 - The System Administrator is expected to work independently, take initiative and be responsible for quality of assigned work.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Revised: August, 2015

Director Approved: October 24, 2014