



ICT Network Administrator

Position Summary:

Under the direction of the ICT Supervisor, the ICT Network Administrator is responsible for all aspects of Information Communication Technology (ICT) within schools across the Division. This responsibility includes support for network and related hardware, software, and peripherals in schools and classrooms. School level support comprises the majority of the time and focus for this position.

Duties and Responsibilities:

School:

- Provides technical support on educational and administrative systems.
- Determines hardware and software needs.
- Implements information technologies to address identified and approved needs.
- Installs, configures, and maintains school servers.
- Installs and maintains network infrastructure devices.
- Travels frequently to schools as required.

Division:

- Works with ICT team to ensure that PWSD's enterprise network is reliable and operating effectively.
- Serves on the divisional ICT team.
- Lead the planning, implementation and maintenance of all information technology services for the school division.
- Supports and maintains network and backup systems within school division
- Maintains divisional systems documentation.
- Manages systems security (e.g. firewalls, user logins).
- Installs educational and administrative software and provides training to divisional staff.
- Provides support for Literacy with Information Communication Technology initiatives.
- Research and become familiar with emerging technologies.
- Maintain knowledge and understanding of current licensing and legal uses of technology.
- Performs other duties as assigned.