

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Central Management Support

TITLE: HELP DESK ADMINISTRATOR / WEBMASTER

QUALIFICATIONS:

1. B.A. or B.S. degree with coursework in computer technology, programming, networked electronic communication, related field or at least 8 years related of related experience.
2. Have specific and strong knowledge of UNIX/Linux/FreeBSD and Windows based systems administration.
3. Have in-depth knowledge of email, DNS and web servers with a strong emphasis in UNIX/Linux/FreeBSD.
4. Have in-depth knowledge of system backups and disaster recovery procedures.
5. Have in-depth knowledge of interconnectivity between UNIX/Linux/FreeBSD and Windows Servers.
6. Minimum technical experience as determined by the board, appropriate to the hardware and software used by the district
7. Demonstrated technical knowledge of the hardware and software necessary to operate and maintain a website for an educational organization, with specific knowledge of the hardware and software used by the district
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
10. Strong communication and interpersonal skills
11. Have excellent integrity and demonstrate good moral character and initiative.
12. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
13. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
14. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
17. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
18. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent and Network Engineer

JOB GOAL:

The Help Desk Administrator is a support member to the District Network Engineer. The Help Desk Administrator is responsible for end user support and must have system administrator skills to perform many duties as an administrator. This person will also administer the upkeep of the web site, making necessary updates, verifying HTML validity and ensuring that all links stay active in order to link the district to parents, students, and other electronic visitors.

PERFORMANCE RESPONSIBILITIES:

Help Desk / Website

1. Provide for efficient computer operation, including total system throughput, CPU use, and peripheral operation and application performance.

HELP DESK / WEBMASTER (continued)

2. Assist in developing, testing and implementation of backup and disaster recovery systems.
3. Issue technical bulletins to inform users of system changes.
4. Assist computer operations and systems programming staff where applicable.
5. Maintain and use programs to record system use and analyze network requirements.
6. Provide PC training and assistance as required.
7. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
8. Participate in appropriate in-service and workshop programs and attend any required meetings.
9. Adds timely information to the district's web site in order to provide information about the district to students, parents, other district residents and the news media. Participates in review of electronic communications with parents, staff, other agencies, and the community.
10. Troubleshoots and repairs bugs and problems. Ensures that images are delivered to the viewer at sufficiently high speed and quality.
11. Sets objectives for the district's web-based information program and plans an annual budget in consultation with school administrators. Works closely and cooperatively with other persons having public information functions. Creates new ways to serve internet-users.
12. Supervises and coordinates the preparation and timely electronic posting of all school district publications and news releases. Creates image links and ensures that content is current. For example, provides parents, students and district residents with electronic access on a timely basis to the annual district "report card" from NJ Department of Education.
13. Devises a web request procedure/regulation that allows for regular and expedited requests and includes evaluation criteria of requested web submissions.
14. Monitors use of the web site and responds to web inquiries and requests for public information about the district's policies and programs. Monitors web site traffic and tabulates web usage statistics. Provides periodic statistical reports to the superintendent and school board.
15. Assists the superintendent in interpreting public opinion about education issues and the school system and in developing policies that promote good electronic delivery of public information.
16. Develops and maintains a listing of resources for adding content to the district's web site in order to maintain good community relations.
17. Uses the district web site to encourage community involvement in the schools. Designs, modifies, installs and supports district-wide computer network.
18. Edits web content, optimizes web navigation, enforces style consistency, and adds new information to benefit visitors. Communicates effectively orally and in written form. Exhibits excellent grammar, punctuation, spelling and proof-reading skills. Routinely demonstrates the ability to accomplish multiple priorities while adhering to deadlines.

Training and interaction with staff

1. Creates and conducts staff training programs. Attends meeting and training sessions, and develops documents and tools for demonstrations on electronic resources, as assigned. Speaks at educational classes and at public meetings on matters related to the district's programs and policies, as requested by the superintendent.
2. Works flexible hours and coordinates with staff to provide timely information on a regular basis and also in emergency situations.

Other

1. Performs other related duties as may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.

HELP DESK / WEBMASTER (continued)

2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary and work year as set by the PEA contract.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville Board of Education

Date: August 18, 2015

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 2A:38A-1 et seq.</u>	Computer System
<u>N.J.S.A. 2C:20-25</u>	Computer Related Theft
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:7A-11</u>	Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:36-35</u>	School Internet websites; disclosure of certain student information prohibited
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
17 <u>U.S.C.</u> 101	United States Copyright Law
47 <u>U.S.C.</u> 254(h)	Children's Internet Protection Act

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.