



Central Union School District
Lemoore, CA

**CENTRAL UNION SCHOOL DISTRICT
Technology Server Coordinator**

JOB DESCRIPTION

ESSENTIAL FUNCTION:

Installation and Maintenance of the District servers, server software and server interface with client stations.

DIRECTLY RESPONSIBLE TO:

Manager of Instructional Technology
& Media Services

IMMEDIATE SUPERVISOR

None

DUTIES AND RESPONSIBILITIES

Maintain all servers including (E-mail Server, Data Servers, Student Information System Server, Database servers, Web Server, etc)

Provide and maintain regular server backup

Provide regular upgrades and maintenance to servers

Create and maintain all Staff and Student accounts for data and e-mail

Install, test and support server based applications

Perform other Duties as assigned

QUALIFICATIONS

Knowledge of:

Server Administration for Macintosh (OS9 and OSX) and Windows NT Servers.

Advanced computer technology including Macintosh, Windows and networking.

Local Area Network (LANS) and Wide Area Network (WANS) including Ethernet and Fiber networks

Ability to:

Be self motivated, organized and work independently

Coordinate the implementation of new hardware and systems

Effectively communicate with suppliers, programmers and users

Create and modify user accounts on servers

Install and set up servers

Install and support server bases applications

OTHER REQUIREMENTS

Education and Experience:

Possession of a college degree and work related experience or at least two years.

Possession of Apple Computer Macintosh Service Certificate

Clearance Information

- TB Test clearance
- Criminal Justice Fingerprint clearance

- Valid Driver's license and insurability

Physical Abilities:

Vision to work at a computer monitor. Hearing and speaking to exchange information relating to computer assignments and computer repair. Bending at the waist, kneeling, standing and sitting for extended periods of time. Ability to lift 50 pounds and be mobile in order to move around to different school sites with computer equipment.

Working Conditions:

Office environment and School Setting

Salary and Work Year Information:

Management Salary: Technology Server Coordinator

Work Year: 261 days, July 1 through June 30

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.