

NETWORK TECHNICIAN: ROLE AND RESPONSIBILITIES

Background

The Network Technician, reporting to the Network Coordinator, plans, organizes and implements the activities and operations of the Technology Services Department.

Procedures

The Network Technician will have specific responsibilities for:

1. Technology
 - 1.1 Continuously monitors and evaluates the efficiency and effectiveness of technology resources; identifies opportunities for improvement and provides recommendations to the Network Coordinator.
 - 1.2 Implements the work plan for the Department; meets with staff to identify and resolve problems; completes work activities, projects and programs.
 - 1.3 Participates in planning the installation of new organization-wide systems and applications; assists operating departments during the installation of new systems and applications for more specialized functions.
 - 1.4 Reviews and evaluates software, hardware and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
 - 1.5 Implements adopted information technology plans, policies and standards, including a sound security policy and security measures.
 - 1.6 Maintenance of the Division's wide area network (WAN) and local area networks (LANs).
 - 1.7 Provides high-quality internal school service in a friendly and respectful manner and performs technical support, installation, maintenance and repair of computers and other information systems equipment.
 - 1.8 In consideration of the available budget as managed by the Network Coordinator, attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of information technology; research emerging products and enhancements and their applicability to Good Spirit School Division needs.
 - 1.9 Monitors changes in regulations and technology that may affect operations.
 - 1.10 Executes special projects, such as technology upgrades for facilities that are being remodeled, etc.

2. Confidentiality

- 2.1 At no time should a Network Technician discuss, in public, information pertaining to employees, students or the operation of the division. A Network Technician is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

3. Other Duties As Assigned

- 3.1 Performs other duties and obligations as assigned by the Network Coordinator.