

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Network Assistant

**RESPONSIBLE TO:** Network Supervisor

**JOB SUMMARY:** Assists Network Supervisor and other IT staff in the performance of technical duties necessary to maintain the daily operation of the district network operations.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assist in monitoring performance, maintaining, troubleshooting, and repairing district Wide-Area Network (WAN).
2. Assist in monitoring performance, maintaining, troubleshooting, and repairing Local-Area Networks (LANs).
3. Assist in the performance of system administration functions on district e-mail, news, DNS, and web servers.
4. Assist in monitoring performance, maintaining, troubleshooting, and repairing district e-mail, DNS, and other servers.
5. Assist in the installation of new network facilities.
6. Assist in the removal/relocation/repair of network facilities.
7. Assist in programming routers, switches, and other network electronics.
8. Assist in maintaining up-to-date records of network configuration.
9. Assist in maintaining up-to-date records of district IP addresses.
10. Assist in maintaining up-to-date records of network electronics configurations.
11. Assist in backing up configurations of all routers, switches, and other network electronics.
12. Assist in the maintenance of all district servers.
13. Work with IT staff on district technology projects.
14. Other duties as assigned by the Network Supervisor on Director of Information Technologies.

**QUALIFICATIONS:** Associate Degree or 2-years of post-secondary technical education in the areas of electronics, networking, server administration, computer repair, programming, or other computer-related field; knowledge of basic electronics and telecommunications; ability to learn independently from manuals, schematics, and online documentation; competencies and experience are preferred in basic troubleshooting, and in network programming, documentation and administration; proficiency is required with basic computer applications such as word processing and databases, as well as Internet components such as e-mail, and World Wide Web; knowledge of Ethernet, TCP/IP and AppleTalk network protocols and packet structure; knowledge of programming skills and concepts for routers, ethernet switches, and firewalls; knowledge of one or more network/server programming languages such as perl, C, AppleScript, or php; experience in using network monitoring and packet/protocol analysis tools and concepts; experience in setting up and/or administering UNIX-based (BSDI), Macintosh, and Windows servers;

experience with network security concepts, protocols, and skills; exercises initiative and solves problems on a daily basis; exercises exceptional discretion in handling of security information regarding BASD computer systems and networks; ability to work well and communicate with vendors and district personnel; ability to perform the essential functions of the position; physical ability to install network cable, jacks, and hubs;

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Support staff; Noninstructional Meet and Discuss 12 month position; Cabinet Code – T.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

7/26/06-bac