

Network Administrator
Full-Time (12-month position begins July 2012)

Nashoba Brooks School is an independent school for boys and girls, age 3-Grade 3; Girls, Grades 4-8 with an enrollment of 300. The school is committed to personal excellence in academics, athletics and the arts within its mission of preparing students for "...a life of continuous learning, accomplishment, and leadership in a diverse and changing world." Nashoba Brooks believes that diversity enriches and strengthens community and challenges individuals to become agents of change in creating a more fair and equitable world.

Summary

The Network Administrator is a flexible technical generalist who provides support and manages all aspects of the technology infrastructure of Nashoba Brooks School to provide a flexible framework on which excellent teaching, learning, and data analysis can take place. This includes, but is not limited to all servers, all network/wireless infrastructures, all firewall and security issues, all student information, all backup systems, as well as all computers and related peripherals. The Network Administrator will report to the CIO and will work closely with the entire technology team to provide responsive support to all users of the school's network.

The successful candidate will have the curiosity, creativity, and flexibility to support the school during a period of technological transition, as well as a working knowledge of DNS, TCP/IP, DHCP, WSUS, AD, and experience with the following hardware and software: SonicWall Firewall and VPN, Barracuda spam filter, FirstClass email server, Google Apps, Sophos Antivirus, HP networked printers, UPS systems, Chromebooks, Mac and Windows, desktops and laptops, iOS devices, OS X 10.7 server, imaging software and deployment, FMPro 11 server.

Specific Responsibilities

- Work closely with the CIO to make informed decisions about equipping the school with efficient and effective network equipment, and managing program needs within budget.
- Provide technical support for faculty, administrators, and students.
- Manage and maintain voice and data network infrastructure.
- Manage inventory of hardware and software.
- Assist in the development of strategic planning and cost forecasting.

Qualifications

- Demonstrated commitment to staying current with technological knowledge and skills.
- Excellent listening and creative problem solving skills.
- Demonstrated experience managing a complex network.
- School-centered, service-oriented disposition.
- Fluent in Mac, PC, IOS, and Chromebook environments.
- Strong communication and organizational skills.
- Demonstrated commitment to professional growth.
- Demonstrated understanding of and commitment to working with diverse populations.

Interested candidates should send a cover letter and resume to:

Danielle Heard, Assistant Head of School

Email: netadmin@nashobabrooks.org

Website: www.nashobabrooks.org

12/12/11