



INVITES APPLICATIONS FOR:

System Administrator Trainee, Internet Services

CORE VALUES

Equity ...

we support a respectful work environment and access to educational services to all students

Commitment ...

to district and student success

Leadership...

that is informed, responsive, visionary and planful

Collaboration...

actively engaged with our partners to achieve success

Integrity...

approach our work with ethical actions, making and keeping commitments, courage and humility

The primary goal of Lane ESD System Administrator Trainee, Internet Services is to achieve the training and skills necessary to ultimately fulfill the requirements of System Administrator, Internet Services. The target timeline for the transition of this position to System Administrator is 12 to 18 months, during which time the System Administrator Trainee completes both formal -training and on-the-job training. The Trainee is responsible for initiating and completing self-paced training; Trainee will work with supervisor to identify and coordinate formal training.

Lane ESD System Administrators are responsible for the design, maintenance, and ongoing adaptation of complex hardware, software, and infrastructural systems. This includes system security, as well as system performance monitoring, measurement, and improvements. The System Administrator maintains expertise in, and performs the implementations of, current trends in technologies associated with the specific position assignment. The System Administrator must maintain excellent interaction with other ESD departments and with component school districts, and must provide cross-support to other technology positions. The System Administrator must also professionally represent Lane ESD in interaction with other public agencies and vendors at political, business, and technical levels.

Closing Date	Start Date	Salary Range
June 29, 2018 Or Until Filled	Upon Hire	\$56,846 - \$80,829 Annually

260-Day position – 1.0 Full-Time Equivalency (FTE)

About Lane ESD

In providing services to Lane County school districts, Lane ESD seeks to fulfill our core purpose of **Shaping the Future: Supporting Excellence in Education**. Lane ESD employees strive to embody core values of equity, commitment, leadership, collaboration, and integrity.

The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The ESD partners with school districts, local universities and community college, and other community agencies in providing quality services to the component school districts in Lane County.

Lane Education Service District provides a wide array of services to the 16 School Districts in Lane County serving about 45,000 students. Services in special education, school improvement, technology, and administrative services are designed to support districts in meeting the challenge of serving a diverse student population. We focus on systemic school improvement, multicultural curriculum, and assisting districts in development of students who are well prepared to be global citizens. Additional information about Lane ESD is available at www.lesd.k12.or.us

Lane ESD encourages and supports employee professional growth as we seek to meet the needs of students and school staff throughout the county.

About Lane ESD's Technology Services

Lane ESD Technology Services provides support internally as well as to sixteen school districts in Lane County. The department's purpose statement is "Removing Obstacles from Instruction." In addition to having strong technical skills, the person filling this position will need excellent organizational skills and the ability to consistently provide support in a systemic context.

Position Available – Systems Administrator Trainee, Internet Services

We are looking for talented, forward thinking, energetic candidates who can support Lane ESD's Vision and Core Values.

QUALIFICATIONS

1. Bachelor's Degree from an accredited institution with specialization in computer science, educational technology, or equivalent experience; Strong interest in working in a K-12 education environment, with educational technology experience preferred.
2. Demonstrated excellence in customer service within a technical environment.
3. Ability to assess end-user needs and develop innovative solutions.
4. Excellent communication skills and ability to articulate technical concepts to non-technical users.
5. Two to three years of progressive experience and responsibility in relevant systems administration.
6. Experience writing scripts, and ability to read multiple scripting languages.
7. Basic understanding of network configuration, including experience creating a network.
8. Demonstrated experience with websites or web server management.
9. Demonstrated experience applying or using work flow or project management concepts and or tools.
10. Windows and Linux environment preferred.

KEY RESPONSIBILITIES

1. Ensure workplace and classroom productivity and continuity of services for ESD programs and local districts; including anticipation of emerging needs in the K-12 instructional environment:
 - a. Administer and support multiple Windows and unix-based applications and file servers. Includes capacity/feasibility planning, new installations, upgrades (database/operating system/software/system), configuration, feature functionality testing, optimization, user accounts, maintenance, troubleshooting, backup systems, security procedures, and user connectivity.
 - b. Originate, analyze, and/or evaluate requests for enhancements and modifications to existing unix-based services, technologies, and system infrastructure.
 - c. Provide support for email, and web based applications to school districts.
 - d. Design and perform programming, in appropriate language, for web-based applications and services.
 - e. Administer network operations monitoring and notification services.
 - f. Design/implement/maintain complex systems supporting educational technologies and administrative technology uses.
 - g. Participate in solutions to daily operational problems on hardware, software and infrastructure.
 - h. Create and manage system documentation for the purpose of efficiently managing assigned technology systems.
2. Ensure proactive and effective decision-making related to implementation of assigned technology systems
 - a. Provide technology-related engineering design and support to school districts to support effective design and implementation technology systems.
 - b. Initiate and assist in ongoing research of potential online services to support proactive, effective decision-making and implementation of new services.
3. Manage position-specific system security, including authentication routines and user accounts to assist in the maintenance of technology security protocols.
4. Act as technical lead or representative in cross-departmental project teams, including the performance of project management responsibilities to support technology-instruction integration and ensure compatibility and legal compliance issues are addressed.
5. Mentor and train other technical support staff on tools and appropriate methodologies enhance the department's ability support continuity of services and the K-12 instructional environment.

Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.

Equity ♦ Commitment ♦ Leadership ♦ Collaboration ♦ Integrity

6. Evaluate and recommend standards regarding system use, as well as new and existing services to support end-user functionality and legal compliance.
7. Assist in developing, implementing, and maintaining disaster recovery plans to support effective emergency management response and prompt resumption of services.
8. Maintain current knowledge of trends on the use of technology in education to enhance quality of recommendations and planning activities.

To Apply		
Click	Contact	
https://lesd.tedk12.com/hire/index.aspx	(541) 461-8202 or hr@lesd.k12.or.us	1200 Highway 99 N, Eugene, OR 94702
<p>Applicants must complete an online application available at https://lesd.tedk12.com/hire/index.aspx in order to be considered for this position. Internet accessibility is available at Lane ESD and local libraries for applicants who do not have home internet access.</p>		
Application Instructions and Requirements		
<ul style="list-style-type: none"> <input type="checkbox"/> Applicants must complete an official Lane ESD application (see link above) to be considered for this position. <input type="checkbox"/> Applications must include a resume, cover letter, and two letters of reference. <input type="checkbox"/> Only complete applications will be considered for the position. <input type="checkbox"/> Applications will be screened the week of July 2nd, and interviews will be scheduled for a time between July 9th and July 13th. 		
Terms of Employment		
<ul style="list-style-type: none"> • 260-Day Position – 1.0 FTE. Benefits include: health insurance, 10 paid holidays per year and earned vacation. 		
Selection Process		
<p>Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview. Internal applicants with qualifications that are equal to other interviewees will be given preference. A fingerprint-based criminal history investigation is required for all positions. Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.</p>		

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