

# Maine Township High School District 207

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Dr. Kenneth Wallace  
Superintendent

Administration Center  
1177 South Dee Road  
Park Ridge, Illinois 60068-4398

July 1, 2019

## **NOTICE OF POSITION VACANCY DISTRICT NETWORK ACCOUNT TECHNICIAN**

### **DESCRIPTION**

The District Network Account Technician works with District Technology, Communications, Human Resources, and Student Services to manage network user accounts, in accordance with District 207 procedures. The District Network Account Technician integrates various IT systems with our directory services for user provisioning and user authentication. The District Network Account Technician is a Category 3 Technology Department position.

### **REQUIRED QUALIFICATIONS**

- Ability to work professionally in a fast-paced, dynamic, and collaborative team environment
- Ability to improve and develop skills to keep pace with changing technology
- In-depth knowledge of operating systems in use (Chrome, Windows, Android, and iOS)
- Good interpersonal relations, communication and organizational skills
- Evidence of good judgment, trustworthiness, flexibility, and emotional maturity
- 2+ years experience managing Active Directory user accounts; relevant Microsoft certifications preferred
- 2+ years experience managing G Suite user accounts; relevant Google certifications preferred
- 2+ years experience with Google Cloud Directory Sync (GCDS) or Google Apps Directory Sync (GADS)
- 2+ years experience with group policies and using VBScript or other scripting language(s) to manage directory services
- 1+ years experience managing third-party application user accounts; experience with Infinite Campus, Skyward, and WordPress Multisite preferred
- 1+ years experience with spreadsheet formulas and SQL

### **PRIMARY RESPONSIBILITIES**

- Manage user accounts in Active Directory, G Suite, Skyward, Infinite Campus, WordPress, and other systems.
- Manage user access rights in accordance to District policies and procedures.
- Manage integrations between Active Directory, G Suite, and third party applications for user account provisioning and authentication.
- Regularly review District procedures for managing user accounts. Recommend and implement improvements to procedures, following IT security best practices.
- Provide technical support for user accounts, including support for the Student Portal and Parent Portal.
- Assist with processing FERPA and FOIA requests.
- Other duties as assigned by the Chief Technology Officer or the Technology Leadership Team.

## **SALARY & BENEFITS**

- \$40,000-55,000 per year, based on experience
- 15 days paid vacation / 17 paid holidays / 14 sick days
- Medical & dental insurance
- IMRF pension, employees vested after 10 years of employment
- Paid term life insurance policy equal to 1.5 times annual base salary

## **TO APPLY**

Complete an online application at [www.generalasp.com/D207/onlineapp/](http://www.generalasp.com/D207/onlineapp/) before July 18, 2019.

***As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.***