



MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

621 New Street ♦ PO Box 367 ♦ Stanton, Michigan 48888

Telephone: 616-225-4700 ♦ TDD: 800.649.3777 ♦ Fax: 989.831.8727 ♦ www.maisd.com

Our Vision: MAISD will be an educational partner in building strong communities.

Our Mission: In partnership with its communities, MAISD provides innovative & effective learning opportunities for students, schools and families.

Posting Date: November 17, 2025

Effective Date: Immediately

Position: Network Administrator
Office Location -Montcalm Area Career Center (1550 W Sidney Rd, Sidney, MI 48885)

Reports to: Director of Technology

FLSA Status: Exempt

Circumstances: Immediate Vacancy

Terms of

Employment: \$72,000 - \$77,000 salary, commensurate with experience and following the administrative contract and salary schedule as established by the Montcalm Area Intermediate School District Board of Education.

Purpose:

The Network Administrator is responsible for the district's network infrastructure, connectivity, and related systems. Under the direction of the Technology Director, the Network Administrator is responsible for the district's technology infrastructure including LAN, WAN, firewall, wireless, network switching, cabling infrastructure, and related data systems. In addition, the Network Administrator, as a senior member of the technology team, works cooperatively with the Systems Administrator, sharing responsibility for incident-based end user support, escalated support for technology infrastructure, devices, applications, training, and documentation.

Qualifications:

Education

1. Bachelor's Degree from an accredited college or university and/or equivalent technology experience as determined by the Superintendent and/or MAISD Board of Education.

Knowledge, Skills, and Abilities

1. Design, configure, maintain, and troubleshoot LAN/WAN connectivity across MAISD and LEA enterprise environments including firewalls, routers, network switching, fiber, and other network wiring. Experience with Fortinet, HPE (Aruba and Juniper), Arista, and/or similar enterprise devices is preferred.
2. Install, configure and maintain Microsoft System Center (SCCM) and/or Microsoft Intune in cooperation with the Systems Administrator for use by technology technicians for deploying, patching, and controlling current Microsoft Windows operating systems across MAISD and LEA enterprise environments.
3. Install, configure, test, and monitor data backup and cybersecurity protection measures across the organization.



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4. Install, configure, and maintain servers and resources in VMWare and Microsoft Hyper-V virtual server environments with associated client networking administration for wired and wireless devices with delegation to the Systems Administrator.
5. Google Workplace administration and integrations for GAM and Chrome device administration.
6. Install, configure, and maintain Microsoft Entra and Google Workplace for single sign on (SSO) integrations to on premise systems and cloud resources.
7. Experience with Microsoft Dev, PowerShell scripting, and HTML programming for automation is preferred.
8. Knowledge of basic Linux system management preferred.
9. Experience deploying, maintaining, and supporting educational data systems including PowerSchool, Meal Magic, Versatrans, and other educational software in cooperation with the Data Integration Specialist.
10. Experience installing, maintaining, and troubleshooting premise cabling systems including copper and fiber optic cabling.
11. Highly motivated self-starter with ability to work independently and among teams, manage time and projects efficiently, and communicate effectively.
12. Provide documentation and training in the use of existing and newly implemented technology systems.
13. Monitor and report on safe and proper use of technology in accordance with the district's acceptable use policy.
14. Maintain inventory and documentation of technology systems and software applications in accordance with business office standards.
15. Position is primarily in district with travel between assigned work sites performing in diverse work areas including bending, lifting and climbing ladders.
16. Other duties as assigned by the Director of Technology.

Performance Responsibilities:

1. Responsible for MAISD network connectivity, administration, troubleshooting, and escalated assistance in coordination with local school district technology coordinators to ensure secure and accessible systems across our supported districts.
2. Ensure security of district systems and data including cybersecurity threat protection, loss prevention, data storage, backup, and recovery.
3. Responsible for configuring, maintaining, and supporting network devices, servers, and other resources related to educational data systems including PowerSchool student information system with delegation to the Data Integration Specialist.
4. Administration, configuration, and maintenance of the district's LAN/WAN infrastructure, on premise and cloud servers, storage, and resources in coordination with and delegation to the Systems Administrator.
5. Available for escalated team technical support and contracted local district support.
6. Responsible for administration of Microsoft Active Directory, Microsoft Azure/Entra, Microsoft 365 Admin, Google Workplace, and other single sign on (SSO) data integrations utilizing SAML or LDAP integrations.
7. Responsible for configuration and administration of data center power, automatic generator, and battery backup infrastructure in coordination with the Facilities Department.
8. Participate in professional learning as directed by your supervisor for networking, data systems and technical support.
9. Train ISD and LEA staff in data systems.
10. Adhere to all Board policies, administrative guidelines, and employee handbook as approved by the Board of Education.



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Special Considerations

1. Position requires the employee to provide his/her own transportation for job related travel.
2. Position requires regular and predictable attendance at the workplace.

Terms of

Employment:

Full Time, 260 days, 12-month position. Salary (based on qualifications and experience) and benefits established by the Montcalm Area Intermediate School District Board of Education.

Additional

Information:

Dr. Adel DiOrio, Associate Superintendent of Instruction

adiorio@maisd.com or 616-225-6142

Applications:

If you are qualified and interested in this position, please complete an online application through Applitrack located from the Employment Section on our website

www.maisd.com Submit the application, detailed resume, work experience, references, and pertinent credentials through the online process.

Deadline for

Application:

Until filled.

Evaluation:

Performance will be evaluated annually by the Director of Technology in accordance with Board policy and administrative guidelines.

Work Environment - Work is performed in an office environment and at multiple district sites. The position requires occasional evening or weekend work and travel throughout the ISD service area.

Posted On 11/17/2025 By Jess Dora

Authorized by:

Katie Flynn

Kathleen E. Flynn, MAISD Superintendent

Statement of Assurance:

It is the policy of Montcalm Area Intermediate School District that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, activity, or in employment for which it is responsible. Inquiries related to discrimination should be directed to: MAISD Superintendent, P.O. Box 367, 621 New Street, Stanton, MI 48888. (989- 831-5261). Montcalm County Intermediate School is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities. EEO