Position Description:

Information Security Network Engineer

Salary Level: **Based on Act 93 Agreement Range III**

Contract/Benefits: **Based on Act 93 Agreement**

Department or Area: **Information Services**

Prepared Date: May 12, 2025

Prepared by: Jorge Delfin, Executive Director of Information Technology

Approved By: Jennifer M. Ramos, Deputy Superintendent

Reports To: Executive Director of Information Technology

Qualifications:

1. Bachelor's degree in Computer Science or related field, or comparable Cybersecurity network engineering experience.

2. Minimum 5 years' experience in the technology field supporting wide area networks.

3. Excellent communication skills.

4. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).

5. Cisco Certified Network Associate (CCNA) certified, CompTIA Security+ Certification, or other network related certification preferred.

6. In-depth, hands-on knowledge of the operation, configuration, and maintenance of Cisco Catalyst series enterprise-level core routers and network switches released within the last 5 years.

7. Extensive demonstrated knowledge of supporting, maintaining, and configuration of network security firewall systems such as Fortinet (preferred), Cisco, Palo Alto, and Check Point; Content filtering solutions, network defense against malware, viruses, phishing schemes, ransomware, and other threats.

8. Demonstrated knowledge and experience with managing and supporting data backup and recovery systems such as Veeam, Cohesity, Rubrik, Commvault, and Dell.

9. Working knowledge of the installation, testing and maintenance of network cabling including copper (CAT 3, 5, 5E, 6, 7) and fiber optic (single mode and multimode) and related copper and fiber optical test equipment.

10. Experience in supporting and configuring wireless enterprise systems such as Cisco and HP/Aruba.

11. In-depth, hands-on knowledge of Windows Server 2019 / 2022, Windows 8 – 11 OS, VMWare, HyperV, Nutanix, Cloud connectivity, and Apple OS as related to local and wide area networks supporting Mac, iPhone, iPad, and other iOS devices, server hardware, and voice over IP and SIP telephony operations.

12. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Summary

Under the supervision of the Executive Director of Technology, the Information Security Engineer is responsible for maintaining and enhancing the security posture of the Allentown School District's information systems and networks. This role involves designing, implementing, and managing security measures to protect the district's data and systems from unauthorized access, use, disclosure, disruption, modification, or destruction. The engineer will focus on identifying, assessing, and mitigating security risks and threats, ensuring compliance with district policies and relevant regulations.

Essential Duties and Responsibilities

Strategic Leadership & Planning:

- Design, implement, and maintain network security infrastructure, including firewalls, intrusion detection/prevention systems, VPNs, and other security appliances.
- Develop and implement security policies and procedures to ensure compliance with district policies and relevant regulations (e.g., FERPA, CIPA).
- Maintain District network hardware and software standards as set forth in the districts technology plan and by the Director of Technology.
- Provide stable, secure, and appropriately scaled server environments consistent with the districts service level agreements.
- Oversee the daily operations of the Districts Windows, VMWare, and Apple Xserve servers and applications.

Operational Management:

- Monitor network activity for security breaches and investigate security incidents.
- Conduct regular vulnerability assessments and penetration testing to identify and remediate security weaknesses.
- Manage and maintain security tools and technologies, including SIEM systems, antivirus software, and endpoint detection and response (EDR) solutions.
- Implement network equipment security, system / data backups, and network security.
- Ensure that all service providers retained or contracted by the district for data governance and records management purposes meet or exceed industry and/or government standards for data protection and privacy of personal information.

- Comply with law, Board policy, administrative regulations and district procedures regarding data security and integrity of data containing confidential and/or critical data/information of the district.
- Adhere to district policies 830 and 830.1, ensuring the security of computerized personal information and data governance.
- Perform other tasks and assumes other responsibilities as assigned.

Team Leadership & Development:

- Provide technical support and guidance to IT staff on security best practices.
- Collaborate with other IT teams to ensure seamless integration of security measures with network operations.
- Maintain a cooperative working relationship with the members of the Information Technology staff and the district community.
- Communicate effectively.
- Stay current with the latest security threats and trends and recommend appropriate security measures.

- **Other Duties:**

- Perform other duties as assigned by the Executive Director of Information Technology.

Supervisory Responsibilities

Directly supervises the Network Engineer of Information Technology. Responsibilities include interviewing, recommending for hire, training, planning, assigning, directing work, appraising performance, rewarding, disciplining, addressing complaints, and resolving problems. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Interpersonal Relations

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills.

Written Communication

Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Teamwork

Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty, staff, and/or team above own interests and recognition; Able to build group commitment to goals and objectives.

Leadership Skills

Visionary Leadership

Provides vision and inspiration to peers; Mobilizes others to fulfill the vision; Displays passion and optimism.

Change Management

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Quality Management

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others.

Problem Solving

Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Organizational Skills

Cost Management

Works within approved budget; Conserves district/school resources.

Diversity

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Assembles a diverse staff/team.

Organizational Support

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Strategic Thinking

Develops strategies to achieve district's goals; Understands district's strengths & weaknesses; Aligns work with strategic goals; Adapts strategy to changing conditions.

Personal Competencies

Judgment

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Ethics

Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity.

Motivation

Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing

Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives.

Professionalism

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions.

Personal Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality.

Dependability

Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Innovation

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. Specifically, the administrator must be capable of hearing forty (40) decibel loss maximum. Specific vision requirements include seeing with acuity of twenty (20) inches or less and far acuity of at least twenty (20) feet with normal depth perception, field of vision and accommodation. The administrator is required to use hands to fingers or handle documents, telephone, etc. The employee is required to stand and walk for sustained periods of time throughout the district and climb stairs. The employee

must be capable of receiving oral communication and/or conveying details and/or important instructions to employees accurately and quickly, using good judgment.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____   Date: _____
                                        Individual serving in this position