

Systems Administrator

Position Overview

The Systems Administrator is responsible for the installation, configuration, maintenance, and reliable operation of the school district's technology infrastructure, including servers, networks, cloud services, and cybersecurity systems. This position ensures that technology systems support the educational mission and administrative functions of the district while maintaining the highest standards of security and compliance.

Department

Technology/Information Technology

Reports To

Chief Technology Officer

FLSA Status

Full-time, Exempt

Key Responsibilities

Server Management

- Install, configure, and maintain various operating systems, including Windows Server and Linux
- Deploy and manage virtualization platforms and virtual machines on hyperconverged infrastructure
- Monitor system health and performance to ensure reliability and availability
- Retire old equipment when no longer needed
- Update and patch operating systems regularly
- Document configuration changes and maintain technical documentation

Network Administration

- Install, configure, and maintain all network hardware and software, including switches, firewalls, and wireless access points
- Manage Layer 3 networking, including VLANs, routing protocols, and inter-VLAN routing

- Configure and maintain DNS and DHCP services
- Monitor network performance and document changes
- Implement network security measures and maintain least privilege access
- Routinely audit firewall configurations and access controls
- Plan and implement network design and expansions for growth
- Properly maintain and monitor VoIP health and configurations

User Management and Identity Access Management (IAM)

- Manage user accounts, permissions, and access rights across all platforms
- Configure user provisioning for on-premises Active Directory that synchronizes to Google Workspace and Azure platforms
- Maintain directory structure synchronization across platforms
- Configure and manage Single Sign-On (SSO) through Identity Providers (IdPs) for partner sites and in-house hosted applications
- Properly configure permission levels and group management for staff and students
- Develop and implement Multi-Factor Authentication (MFA) for high-priority users and privileged accounts

Cloud Productivity Administration

- Administer Microsoft Office 365 environment, including Exchange Online, SharePoint, Teams, and OneDrive
- Manage Google Workspace integration and synchronization
- Configure and maintain Data Loss Prevention (DLP) and compliance standards
- Handle eDiscovery and legal holds for all legal and regulatory requirements
- Monitor cloud health and relevant security dashboards following best practices
- Configure and maintain cloud applications adhering to strict standards for student and staff data protection
- Follow security best practices for the setup of new applications

Cybersecurity and Threat Management

- Implement and maintain NIST Cybersecurity Framework standards and best practices
- Use EDR/MDR and SIEM tools to identify and monitor the environment for threats
- Run network and systems benchmarking to discover vulnerabilities
- Stay current with the latest vulnerabilities and zero-day threats
- Implement and maintain security controls, including MFA and encryption
- Conduct regular security audits, vulnerability assessments, and reporting
- Implement security measures to protect district data and systems

Data Protection and Disaster Recovery

- Configure and test backup solutions
- Create and test disaster recovery procedures
- Ensure compliance with data privacy regulations (FERPA, COPPA, etc.)
- Monitor systems for security threats and respond to incidents appropriately

Software and Application Management

- Deploy and manage district-wide software applications
- Maintain and administer the PaperCut print management system
- Test and evaluate new technologies for potential implementation

Support, Training, and Documentation

- Provide technical support to team members for issues they cannot resolve
- Document best practices procedures for the district's technology infrastructure
- Communicate with CTO and administrators about system changes or outages when appropriate
- Maintain comprehensive documentation of cloud suites and relevant technical information
- Support other team members when they cannot fix an issue
- Coordinate with vendors for software, hardware, and appliance support

Planning and Projects

- Participate in technology planning processes
- Lead or assist with technology infrastructure projects
- Maintain current knowledge of educational technology trends and best practices
- Recommend improvements to existing systems and processes
- Other duties as assigned by the Chief Technology Officer

Qualifications

Required

- Bachelor's degree in Computer Science, Information Technology, or related field, OR equivalent combination of education and experience
- 3+ years of experience in systems administration or related IT role
- Strong knowledge of Windows Server environments and Windows desktop operating systems
- Extensive experience with Active Directory administration, including user/group management, Group Policy, and domain services
- Proven experience with Microsoft Office 365 administration (Exchange Online, SharePoint, Teams, OneDrive)
- Experience with Google Workspace integration and synchronization
- Experience with Layer 3 networking, including VLANs, routing protocols, and inter-VLAN routing
- Hands-on experience with hyperconverged infrastructure systems
- Strong virtualization skills with experience deploying and managing virtual machines
- Experience with firewall configuration, management, and security policies
- Strong knowledge of DNS and DHCP configuration, management, and troubleshooting
- Understanding of Identity and Access Management (IAM) principles, including SSO and MFA implementation
- Knowledge of cybersecurity principles and experience with security monitoring tools
- Familiarity with backup and disaster recovery solutions

- Strong problem-solving and analytical skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team

Preferred

- Experience in K-12 educational environment
- Certifications such as Microsoft Certified: Windows Server Hybrid Administrator Associate, CompTIA Network+, CompTIA Security+, CISSP, or similar
- Experience with specific hyperconverged platforms (e.g., Nutanix, Dell VxRail, HPE SimpliVity)
- Experience with EDR/MDR and SIEM tools
- Hands-on experience implementing NIST Cybersecurity Framework standards
- Experience with PaperCut print management system administration
- Knowledge of student information systems (e.g., PowerSchool, Infinite Campus)
- Experience with enterprise firewall solutions (e.g., Fortinet, Palo Alto, Cisco)
- Experience with VoIP systems administration
- Knowledge of Data Loss Prevention (DLP) and compliance tools
- Familiarity with educational technology applications and platforms
- Experience with PowerShell scripting for automation
- Linux/Unix administration experience

Working Conditions

- Primarily office/server room environment with occasional travel to school buildings
- May require lifting and moving equipment up to 50 pounds
- Occasional evening or weekend work for maintenance windows or emergency support
- On-call availability for critical system issues and security incidents