

BIG WALNUT LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: REPORTS	Network and System Security Coordinator
TO:	Director of Technology
CONTRACT DAYS:	260
EMPLOYMENT STATUS:	Regular/Full-time
SUMMARY:	The Network and System Security Administrator is responsible for installing, maintaining, monitoring and securing the district's network and client/server infrastructure.

NOTE: The lists below are not ranked in order of importance.

ESSENTIAL FUNCTIONS:

General

- Coordinate and plan technical work that supports goals and objectives of the District's Strategic Plan and Technology Plan; make recommendations for future technology initiatives
- Budget for sustainability and refresh of network and data center equipment
- Establish and maintain relationships with vendors
- Display flexibility, reliability, self-discipline and a willingness to take on challenging tasks
- Embody high ethical standards/integrity; accept personal responsibility for decisions/conduct
- Exhibit effective time management and resourceful problem-solving skills
- Interact professionally with others and display a strong customer-service focus
- Available to work irregular hours/non-traditional when required

Network and System Administration

- Installation, configuration, and maintenance of virtual server environment
- Advise on planning for necessary network and server environment upgrades
- Lead the installation of network hardware including, but not limited to, switches, routers, servers, and Wi-Fi controllers
- Analysis and correction of network issues (e.g. switch/router configuration and troubleshooting)
- Configuration and utilization of Windows Active Directory and Group Policies
- Build and deploy images for desktops and laptops

Cybersecurity

- Configure and maintain data and network backups including routine testing and validation
- Implement cybersecurity controls
- Assess and mitigate risks associated with cloud computing environments
- Perform regular cyber risk assessments across all functional areas of District
- Develop and maintain security policies and procedures that are aligned to the NIST framework
- Develop and maintain the District's Disaster Recovery Plan, Incident Response Plan and Business Continuity Plan
- Utilize third-party cybersecurity service providers to ensure cyber readiness
- Manage the end-user cybersecurity training and awareness program
- Lead cyber incident response forensic and investigatory work
- Ensure compliance with cybersecurity and student data privacy legislation, including HB 96 and SB 29

QUALIFICATIONS:

Minimum Qualifications:

- Four-year college degree in Computer Science, Networking, Information Systems, Cybersecurity or related discipline or a two-year degree in a similar area combined with a minimum of 5 years of experience managing and maintaining networks and servers.
- This position may require occasional travel, extended hours, and attendance at evening or weekend events. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Meet all requirements for employment in Ohio public schools, including successful completion of required background checks.
- Comply with drug-free workplace rules and board policies.

Preferred Qualifications:

- Experience overseeing technology and infrastructure in a PK–12 setting.
- Industry certifications such as Cisco CCNA, HPE Aruba Certified Networking Associate, ISC2 certifications, CompTIA Network+ and/or CompTIA Security+.
- Experience installing and configuring routing and switching hardware.
- Experience managing an IP/cloud-based phone system.
- Experience with server virtualization technology such as VMWare, Hyper-V, Nutanix.
- Understanding of student data privacy and cybersecurity legislation.

Working Conditions:

Safety is essential for job performance. Employees must exercise caution and comply with all mandated safety regulations and follow district protocols when involved in the following situations while performing district duties:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing
- Exposure to adverse weather conditions and temperature extremes
- Interacting with aggressive, disruptive and/or unruly individuals
- Lifting, carrying and moving work-related supplies/equipment
- Operating and/or riding in a vehicle
- Traveling to meetings and work assignments

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor(s).

Revised February 2026