Franklin Township Community School Corporation

Job Description

JOB TITLE: Cybersecurity Administrator
NWS POSITION #:
REPORTS TO: Director of Information Technology
SUPERVISES: N/A
EMPLOYMENT AND FLSA STATUS: Classified/Non-Exempt/Hourly

JOB GOAL
The cybersecurity administrator is responsible for ensuring adequate controls are in place to effectively protect all physical and virtual computer systems, data, and intellectual property of Franklin Township Community School Corporation. This includes the implementation of best practices configuration of systems, management of cybersecurity-oriented hardware and software platforms, and staff training.

PERFORMANCE RESPONSIBILITIES:
- Conduct regular vulnerability assessments and penetration testing of the school district's computer systems and networks.
- Implement and maintain security controls such as firewalls, intrusion detection/prevention systems, and antivirus software.
- Monitor and respond to security incidents and breaches, including malware infections and phishing attacks.
- Develop and implement security policies and procedures that comply with state and federal regulations.
- Train staff and students on safe and secure use of technology, including best practices for password management, email security, and online safety.
- Provide support and guidance to school administrators and IT staff on security-related issues.
- Stay up-to-date with the latest cyber security threats and trends, and continuously improve the school district's security posture.
- Lead phishing prevention and training
- Develop and maintain Least Privilege architecture and role-based user access
- Utilize NISt standards to document practices and procedures
- Maintain disaster response and incident response plans
- May require on-call and after hours work.
- Perform all other duties as assigned by IT Leadership Team.

EMPLOYMENT STANDARDS KNOWLEDGE OF:
- Microsoft Office (2013 or higher).
- Microsoft Windows Server operating systems.
- Hypervisor knowledge preferred.

- Basic networking.
- Standard office procedures and practices.
- Proper English usage, spelling and punctuation.

QUALIFICATIONS:
- Associates degree in information technology or related field preferred
- One year of General IT technical support via telephone or in-person
- Industry standard certifications preferred

PHYSICAL REQUIREMENTS:

1. Seldom = Less than 25 %   2. Occasional = 26 to 50 %
3. Often = 51 to 75 %   4. Very Frequent = 76 % & above

- Ability to stand for extended periods of time. (3)
- Ability to lift 25 lbs. (2)
- Ability to carry 25 lbs.(2)
- Ability to work at a desk, conference table or in meetings of various configurations. (4)
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)
- Ability to hear and understand speech at normal levels. (4)
- Ability to communicate so others will be able to clearly understand a normal conversation. (4)
- Ability to operate office equipment. (4)
- Ability to reach in all directions. (4)

REASONABLE ACCOMMODATION:
The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:
·   260 days per year

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date_____

Reviewed and agreed to by: _____ Date_____