HOMEWOOD SCHOOL DISTRICT 153
JOB DESCRIPTION

Job Title: **Network & Security Specialist**
FLSA Status: Non-Exempt
Department: Technology
Reports to: Director of Technology
Revised: March 5, 2024

Qualifications:
- Bachelors or associates degree in a technology related field preferred.
- Certifications preferred:
    - Microsoft Certified: Windows Server Hybrid Administrator Associate
    - Microsoft 365 Certified: Modern Desktop Administrator Associate
    - Security+ or equivalent Microsoft certificate
- Experience in network administration or a related field, preferably in an educational environment.
- Experience with security assessment tools and relevant cybersecurity regulations and standards
- In depth knowledge of best practices, management, control, and monitoring of network infrastructure to ensure optimal performance and reliability
- Excellent communication and interpersonal skills, with the ability to effectively communicate technical concepts to non-technical stakeholders
- Strong analytical and problem-solving skills, with the ability to analyze complex network and security issues and develop effective solutions.
- Ability to lift and carry up to 40 pounds
- Valid driver's license and transportation to travel between schools

Job Goal: To provide an infrastructure that eliminates technological barriers within the classroom environment thus minimizing downtime and maximizing learning opportunities.

Performance Responsibilities:
The list below is meant to be illustrative, rather than all inclusive. Accordingly, the list is not meant to be a restriction on the work which can be assigned to an employee.
- Adopt a customer-centric approach to minimize downtime and mitigate learning loss.
- Ensure network and infrastructure performance and reliability to support district goals and learning initiatives.
- Provide 2nd level support for hardware, software, and security related issues.
- Facilitate training for technology staff as needed.
- Regularly monitor district systems and proactively identify and resolve issues to minimize downtime and ensure reliability, availability, and scalability.
- Maintain documentation of network configurations, security policies, and other relevant information.
- Conduct regular security audits, vulnerability assessments, and penetration testing to identify and address security vulnerabilities and threats.
- Assist with overseeing summer staff for preventative maintenance.
- Collaborate with IT staff, administrators, and vendors to implement security best practices and address security incidents and breaches.
- Assist the Director of Technology in developing a long-range plan for maintaining and improving the district's network systems.

- Commitment to continuous learning and professional development to stay current with evolving technologies.
- All other duties as assigned by the Superintendent.

Evaluation: Director of Technology

Terms of Employment: 12 months – 260 days annually