Regional Office of Education #9
Champaign & Ford Counties

Job Description

TITLE: Cybersecurity Specialist

DEPARTMENT: Learning Technology Center

QUALIFICATIONS:
- **Knowledge.** Possesses knowledge of industry strategies and standards in privacy and cybersecurity, including a working knowledge of industry frameworks (NIST, CIS, ISO, etc.).

- **Project Management.** Exceptional project manager with ability to proactively manage and prioritize multiple tasks without micromanagement. Proven track record of being a solution-oriented, positive and growth minded leader.

- **Self-Motivation & Self-Starter** Strong work ethic driven by a sense of curiosity and ability to inspire others to act. Passionate about supporting school districts and educators and committed to getting the job done in the face of adversity.

- **Communication.** Excellent verbal and written communicator with ability to clearly communicate with technology personnel and other district leaders. Ability to articulate and share technical knowledge to non-technical personnel.

- **Technical Skills.** Previous hand-on experience with networking, cloud, and security tools such as routers, switches, firewalls, IDS/IPS, threat detection, SIEM, endpoint threat detection, IAM IGL tools, Active Director, DNS, Window servers, Google Workspace, etc.

- **Flexibility.** Willingness to travel 20-30% of the time to work in district environment.

- **Professional Experience.** 1+ years of cybersecurity experience with an emphasis on networking and systems administration. The ideal candidate will have a background in K-12 education and experience in supporting or leading security initiatives.

- **Education.** B.A. or B.S. in computer science, information technology or related field preferred. Cybersecurity certification(s) (i.e., Security+, CISSP, CISM, CRISC, etc.) preferred. Must be able to earn a cybersecurity certification within four months of hiring.

Other qualifications as deemed necessary by the Regional Superintendent or the LTC Executive Director when necessary. Any of the above qualifications may be waived by the Regional Superintendent or the LTC Executive Director when necessary.

REPORTS TO: Director of Technology Services

SUPERVISES: Does not supervise any employees.

JOB GOALS: The Cybersecurity Specialist provides a multitude of services to assist public Illinois school districts with improving their overall security posture and maturity. This will be accomplished by applying industry best practices and guidance from regulations, standards, and frameworks.

        This position is for an entry- to mid-level security consultant performing a range of intermediate-level services. The candidate must be able to direct an engagement, including the development/recommendation of a cybersecurity plan, design, and implementation, along with the creation of professional-level deliverables. This individual will work under the direction of Director of Technology Services.

PERFORMANCE RESPONSIBILITIES:

1. **Cybersecurity Support**
   Assist K12 districts with improving their overall security posture and maturity through technical support, consultation, and resource recommendations and development.
   a. Promote the implementation of information security controls, cybersecurity programs, architectures, and technologies that can meet compliance and regulation while improving the security posture of a district.
   b. Provide support for security audits, threat assessments, escalation support, best-practices, and the overall administration of a secure infrastructure.
   c. Analyze and assess school districts' security challenges, identify recommendations for solutions, and assists districts as they define a roadmap to implement solutions successfully.
   d. Develop and mature a K12 district cybersecurity plan to be used by districts.
   e. Assist districts in the aadoption of a cybersecurity plan, including an incident response plan.
   f. Share broad knowledge of emerging security and application strategies (Zero trust, devSecOps, IAM, Authentication, containerization, Access Controls, Governance, Compliance, etc.).

2. **Technical Professional Learning**
   a. Develop and facilitate professional learning opportunities in the areas of cybersecurity and data privacy for K-12 technology staff and district personnel (i.e., workshops, conferences, work procedures, how to guides, webinars, screencasts, etc.).

3. **Outreach and Communication**
   a. Empower Illinois school districts and the broader information security (InfoSec) community by sharing subject matter and operational expertise.
   b. Conduct regular meetings with stakeholders to ensure successful dissemination, sharing and implementation of best practices, and promote model schools and effective cybersecurity and data privacy practices.
   c. Provide expertise to internal and external stakeholders through informational presentations.
   d. Maintain relationships with K-12 technology leaders and other stakeholders (state/national affiliations, government agencies, etc.), and actively participates in K-12 technology community.
   e. Maintains all appropriate documentation.

4. **Other:**
   a. Support and lead special projects as applicable.
   b. Serve as the LTC's subject-matter expert on K12 cybersecurity.
   c. Identify, track, and meet key performance goals that are ambitious, realistic, and aligned with department and organizational goals.

d. Provide accurate reporting of activities to LTC Executive Director and ISBE.
e. Perform other duties as assigned.

TERMS OF EMPLOYMENT: To be determined by the ROE9 Regional Superintendent

EVALUATION: To be completed by the Executive Director of the Learning Technology Center in accordance with the policies and practices of the Regional Office of Education.

Created: 7/1/2021