



**LEYDEN**  
HIGH SCHOOL DISTRICT 212

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## Cybersecurity Specialist

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<b>Assignment:</b>	<b>12-month IMRF</b>
<b>FLSA Status:</b>	<b>Not Exempt</b>
<b>Location:</b>	<b>East and West Leyden</b>
<b>Terms of Employment:</b>	<b>12-Month Year</b>
<b>Wages:</b>	<b>\$110,000 - \$140,000 commensurate with experience</b> <b>To be determined by the Board of Education</b>
<b>Evaluation:</b>	<b>Board policy on Evaluation of Educational Support Personnel</b>
<b>Reports to:</b>	<b>Director of Technology, Educational Support Personnel Supervisor</b>

### **Qualifications:**

- Bachelor's or Associate's Degree in cybersecurity and/or other technology certifications recommended.
- Experience with CrowdStrike or other endpoint protection systems.
- Experience with KnowBe4 or other end user security awareness training and phishing simulation systems.
- Experience with account management and group policy in Active Directory
- Experience with single sign-on technologies such as SAML and OAuth.
- Experience with Google Admin Console's security/reporting tools and account management.
- Working knowledge of network penetration and vulnerability assessment/testing tools, software vulnerabilities, exploits, and malware.
- Firm understanding of network infrastructure and technologies.
- Firm understanding of firewalls and content filters.
- Excellent troubleshooting and critical thinking skills.

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- Excellent attention to detail and accuracy.

### **Essential Job Functions:**

- Ability to work well with others and to assist students and staff cooperatively and courteously.
- Ability to speak in a clear and understandable manner and write legibly.
- Ability to deal effectively with people both in person, on the telephone, and through digital correspondence.
- Ability to stand, walk, run, and/or climb stairs for part of the working hours.
- Ability to lift and carry computer, networking, and audio/visual equipment.
- Ability to be aware of the security of the students, staff, and school property.
- Ability to meet daily attendance requirements.
- Ability to maintain confidentiality regarding staff and student personal record information.
- Ability to maintain confidentiality regarding employee issues, concerns, and/or disciplinary procedures.
- Ability to maintain confidentiality regarding student issues, concerns, and/or disciplinary procedures.

### **Performance Responsibilities**

- Assist in the development, implementation, and documentation of cybersecurity strategies, policies and procedures.
- Develop and implement an incident response plan to address and mitigate security incidents.
- Manage the District's endpoint protection systems and resolve detected issues.
- Manage the District's security awareness training and phishing simulation systems and resolve reported issues.
- Manage staff and students' Active Directory and Google accounts and group policies.
- Assist in the management and maintenance of security infrastructure including firewalls, antivirus solutions, content filters, intrusion detection/prevention systems, and encryption technologies.
- Evaluate, recommend, and implement additional security software and tools to enhance the District's security posture.
- Stay updated on industry best practices and emerging threats to continuously improve security policies by actively monitoring State and Federal organizations such as the Cybersecurity & Infrastructure Security Agency (CISA), Multi State Information Sharing and Analysis Center (MS-ISAC), the FBI, and the Illinois State Board of Education (ISBE) Learning Technology Center (LTC).
- Conduct regular vulnerability assessments and penetration testing to identify and address potential security risks.

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- Analyze and report on security vulnerabilities, providing recommendations for remediation.
- Conduct investigations into security breaches and incidents, documenting findings and recommending corrective actions.
- Ensure the proper configuration and monitoring of security tools.
- Conduct regular security audits to ensure compliance with industry standards and regulations.
- Collaborate with internal and external auditors to address security-related concerns and implement corrective actions.
- Implement and manage network and endpoint security measures to safeguard against unauthorized access and data breaches.
- Monitor network traffic for suspicious activities and respond to security incidents.
- Generate regular reports on the security status of the organization for management review.
- Collaborate with members of the Technology Department and other departments to integrate security measures into overall organizational strategies.
- Use network monitoring tools to proactively monitor wired and wireless networks for issues, violations, or faulty equipment; and take all necessary steps to resolve identified problems.
- Ensure proper schedules for preventative maintenance and patching on District systems are maintained.
- Ensure a system to monitor system performance utilized to prevent failures; maintains records of malfunctions.
- Reviews violations of computer security policies and procedures and confers with appropriate individuals to ensure violations are not repeated.
- Ensure new or prospective systems comply with industry standards and regulations.
- Maintain Security Certificates both internal and public.
- Assist the Network Manager and Network Assistant with their duties as needed.
- Assist the Systems Manager and Tech Specialists with their duties as needed.
- All other duties as assigned by the Director of Technology or Educational Support Personnel Supervisor.

### **Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light

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lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Reviewed and Agreed to by:

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Employee Signature

Date

Revised: 5/24/24

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