



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Cybersecurity Analyst

Exemption Status/Test: Exempt

Reports to: Chief Technology Officer

Pay Grade/Days: IT04 / 226 days

Dept./School: Technology

Date Revised: June 2026

PRIMARY PURPOSE:

The Cybersecurity Analyst is responsible for protecting the district's technology infrastructure, networks, systems, applications, and data from cybersecurity threats. This position monitors, detects, investigates, and responds to security incidents while ensuring compliance with applicable state and federal regulations. The Cybersecurity Analyst works collaboratively with technology staff, campus personnel, and district leadership to maintain a secure and resilient technology environment that supports teaching, learning, and district operations.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree in Cybersecurity, Information Technology, Computer Science, Information Systems, or related field preferred
Industry certifications preferred, including one or more of the following:

- CompTIA Security+
- CISSP
- CEH (Certified Ethical Hacker)
- GIAC Certifications
- Microsoft Security Certifications
- Cisco Security Certifications

Knowledge/Skills/Abilities:

Knowledge of cybersecurity frameworks, standards, and best practices.

Knowledge of network security, firewalls, endpoint protection, intrusion detection/prevention systems, and cloud security.

Understanding of Microsoft 365 security features, identity management, and access controls.

Familiarity with security information and event management (SIEM) solutions.

Knowledge of vulnerability management and patch management practices.

Strong analytical and problem-solving skills.

Ability to investigate, analyze, and respond to security incidents.

Excellent written and verbal communication skills.

Ability to communicate technical concepts to non-technical audiences.

Ability to manage multiple priorities and work independently.

Ability to establish and maintain effective working relationships with staff, vendors, and stakeholders.



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Experience:

Three (3) years of experience in cybersecurity, network administration, systems administration, or information technology required

Experience with security monitoring, incident response, vulnerability management, and endpoint protection preferred

Experience in a K-12 educational environment preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Cybersecurity Operations

- Monitor district networks, servers, cloud environments, and security systems for potential threats and suspicious activity.
- Investigate security incidents, alerts, and potential breaches and coordinate appropriate response efforts.
- Conduct vulnerability assessments and security audits to identify and remediate risks.
- Implement and maintain cybersecurity tools including firewalls, endpoint detection and response (EDR), antivirus solutions, multi-factor authentication, web filtering, and security monitoring systems.
- Perform security analysis of district infrastructure, applications, and cloud services.
- Assist with penetration testing and security assessments conducted internally or by third-party vendors.
- Monitor security dashboards, logs, and alerts to ensure timely detection of cybersecurity events.
- Participate in incident response activities, including containment, eradication, recovery, and post-incident analysis.

Risk Management and Compliance

- Assist in developing and maintaining cybersecurity policies, procedures, and standards.
- Support compliance efforts related to FERPA, COPPA, CIPA, Texas Education Agency requirements, and other applicable regulations.
- Conduct security risk assessments and recommend corrective actions.
- Maintain cybersecurity documentation and evidence required for audits and compliance reviews.
- Evaluate emerging threats and recommend mitigation strategies.

Security Awareness and Training

- Assist in developing and delivering cybersecurity awareness training for employees.
- Provide guidance to staff regarding cybersecurity best practices, phishing awareness, password management, and data protection.
- Support district initiatives related to digital safety and information security.

Infrastructure and Systems Security

- Collaborate with network and systems administrators to implement security best practices.
- Assist with security configuration and hardening of district systems, servers, endpoints, and cloud platforms.
- Review and recommend security improvements for existing and proposed technologies.
- Support disaster recovery and business continuity planning efforts.



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Documentation and Reporting

- Maintain accurate records of security incidents, investigations, and remediation efforts.
- Generate reports related to cybersecurity metrics, vulnerabilities, and compliance requirements.
- Develop and maintain technical documentation related to cybersecurity systems and processes.
- Provide regular updates to technology leadership regarding security posture and risks.

Professional Responsibilities

- Maintain confidentiality of sensitive student, employee, and district information.
- Stay current with cybersecurity trends, emerging threats, and industry best practices.
- Participate in professional development activities to maintain and expand cybersecurity expertise.
- Follow all district policies, procedures, and ethical standards.
- Perform other duties as assigned by the Director of Technology, Executive Director of Technology, or Chief Technology Officer.

Other

- Assist with office and workroom clerical duties as needed.
- Maintain confidentiality.
- Participate in staff development, faculty meetings, and special events as needed.
- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; may occasionally work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____