Network and Systems Engineer

POSITION OVERVIEW:
Christopher Columbus High School seeks a knowledgeable and collaborative Network and Systems Engineer to manage the technology infrastructure that supports teaching, learning, and school operations. Reporting to the Director of Technology, this position is responsible for the security, reliability, and performance of the school's wired and wireless networks, servers, cloud platforms, and integrated systems. The engineer will work closely with the Technology Department, faculty, staff, and service partners to maintain dependable access to school resources, protect institutional data, and plan improvements that meet the evolving needs of the school community.

KEY RESPONSIBILITIES:

- Oversee the school's wired and wireless networks, including switches, routers, firewalls, access points, VLANs, DNS, DHCP, VPNs, and internet connectivity, to support reliable access across classrooms, offices, and shared campus spaces.
- Administer on-premises and cloud infrastructure, including Windows Server, Active Directory, Google Workspace for Education, Microsoft 365, Microsoft Azure, virtualization platforms, and storage systems.
- Monitor network and system performance, availability, and capacity; resolve complex technical issues; and coordinate configuration changes, upgrades, and maintenance with the managed network service partner.
- Manage identity and access processes for students, faculty, and staff, including account provisioning, role-based permissions, authentication, and offboarding, in accordance with school policies.
- Develop, document, and maintain GAM (Google Apps Manager) commands and scripts and PowerShell scripts to automate account administration, reporting, and routine operational tasks.
- Work with cybersecurity partners to maintain security controls, apply patches, address vulnerabilities, and respond to incidents while protecting student, employee, and institutional information.
- Maintain backup and recovery processes, verify backup completion, test restoration procedures, and support the school's business continuity and disaster recovery plans.
- Support integrations among student information systems, administrative applications, and cloud platforms; identify opportunities to improve data accuracy, access, and operational efficiency.
- Plan and implement infrastructure projects and technology improvements, scheduling maintenance around instructional time, testing, school events, and other operational priorities.

- Maintain accurate technical documentation, network diagrams, configuration records, and procedures. Communicate service impacts and project updates clearly, and provide technical guidance to Technology Department colleagues.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field is preferred.
- At least five years of experience administering Google Workspace, Active Directory, Microsoft Azure, SQL, and Microsoft 365.
- At least five years of experience overseeing a school network, with an understanding of the connectivity, security, and availability needs of students, faculty, staff, classroom technology, and administrative systems.
- Strong working knowledge of TCP/IP, switching, routing, VLANs, DNS, DHCP, wireless networking, firewalls, VPNs, and network monitoring and troubleshooting tools.
- Hands-on experience using GAM (Google Apps Manager) to administer Google Workspace, perform bulk user and group operations, manage account settings, and generate reports.
- Hands-on experience developing, testing, and troubleshooting PowerShell scripts for systems administration, user management, reporting, and automation.
- Proficiency in Windows Server administration, virtualization, storage, enterprise backup and recovery, directory services, and system performance monitoring.
- Experience supporting enterprise and cloud applications, such as student information systems, ERP and CRM platforms, and Microsoft Power BI reporting services.
- Experience with systems architecture, application integration, APIs, data mapping, and middleware, with the ability to evaluate and implement appropriate tools and platforms.
- Knowledge of cybersecurity practices, access controls, incident response, and the importance of confidentiality when handling student, employee, and school information.
- Strong analytical, troubleshooting, and project management skills, with the ability to prioritize competing needs and resolve issues that affect instruction and school operations.
- Excellent written and verbal communication skills, including the ability to explain technical matters clearly to faculty, staff, and other nontechnical audiences.
- Ability to collaborate effectively with colleagues and external service providers, document procedures, and provide responsive, service-oriented support to the school community.

- Availability for scheduled maintenance outside regular school hours and on-call support as needed.

REPORTS TO: The Network and System Engineer reports to the Director of Technology.

TO APPLY: Qualified candidates are invited to submit their cover letter and resume directly to **search@columbushs.com**. Please include *"Network and Systems Engineer"* in the email subject.