



THE KING'S ACADEMY

Job Title: Network and Systems Administrator
Job Status: Full-Time, 12 Months
Exempt Status: Non-Exempt
Department: Information Technology
Reports to: Information Technology Director

Job Summary

The primary responsibility of the Network and Systems Administrator is to provide a reliable, secure, highly available network and wireless infrastructure, to continuously monitor network and server nodes and proactively take action based on alerts from our network monitoring tools to minimize downtime.

Essential Job Functions

Technical Support

- Design, Install, configure, maintain and troubleshoot:
 - Network infrastructure (servers, switches, access points, etc)
 - Server and client operating systems and software
 - DNS and DHCP servers
 - VLANs, network access control lists, and routing
 - Wireless infrastructure and Mobile Device Management
 - VOIP System
- Proactively monitor TKA's server and network hardware and software, and respond to alarms in a timely manner
- Maintain network and server security by configuring access control lists, VPN policies, antimalware/EDR solutions as well as network and host based intrusion detection systems and respond to threats
- Ensure network, server, third party software and endpoint patching and updates are performed in a timely manner
- Responsible for maintaining LDAP/AD, Identity Management, RADIUS, and Single Sign-On solutions
- Responsible for user account and group creation in different user databases
- Responsible for the school's Adobe and Autodesk management
- Maintain existing and run new Ethernet/Fiber cabling
- Maintain complete and up to date inventory information of all school hardware and software technologies and licensing
- Troubleshoot network outages and performance related problems
- Monitor IT and security policies set forth by the IT Director, ensure compliance, and report non-compliant users and devices immediately
- Provide end-user technical support, desk-side assistance, and respond to help desk tickets in a timely manner
- Communicate professionally and ensure end-user satisfaction
- Provide support to staff, students and parents as needed
- As needed, assist the database specialist in configuring, managing, and troubleshooting the school SIS

Documentation & Training

- Create, update, and maintain all IT documentation
- Create, update and maintain network diagrams
- Provide training for staff and faculty
- Provide department specific training

Qualifications

Education and Experience

- Bachelor's degree in a computer-related field
- 5+ years experience as a network engineer preferably in a school setting
- Industry standard certifications (e.g. Cisco, Microsoft, Network+, Security+, ITIL,, etc.)

Specialized Knowledge

- Database systems: ability to maintain and troubleshoot the school's Student Information System
- Scripting and programming languages (e.g Bash, PowerShell, Python, etc.)
- DNS, DHCP, Active Directory
- Application support
- Data backup and disaster recovery principles
- Cloud computing and infrastructure (e.g. AWS, Azure, Google)
- Server virtualization technology
- Client/Server operating systems (e.g. Mac, Windows, Linux)
- Network design, configuration, monitoring and administration
- Google Workspace
- Familiar with cyber Security frameworks, standards, best practices and compliance in education

Skills and Abilities

- Strong leadership qualities and mentoring skills
- Excellent skills in communicating both orally and in written form
- Automation and process improvement skills
- Proficient with Microsoft Office, Google Suite, Adobe Creative Cloud, etc
- Able to work both independently and in a team setting
- Committed to continuous learning and improving by acquiring industry standard certifications and keeping up with new technology
- Security conscious

Core Characteristics

- Commitment to loving and serving Jesus Christ
- Ability to work under pressure and in a fast paced environment
- Strong time management skills and the ability to manage multiple projects at a time and meet strict deadlines
- High emotional intelligence
- Positive, flexible, resourceful and solution-oriented
- Must be active in a local Christian body of believers or at least pursuing community with other Christ-followers
- Must have compatible theology on significant issues of TKA's Statement of Faith and Lifestyle Agreement

Working Conditions & Physical Requirements

- Required to use the computer throughout the day

- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 30-pounds, climb ladders and work under desks
- Work is generally performed **year-round, Monday-Friday (7:00am to 3:30pm or 7:30am to 4:00pm)**
 - This position will occasionally require you to work nights, weekends and overnights (for trips/events). As much advance notice as possible will be provided.

Salary & Benefits

- TKA offers a [comprehensive benefits package](#) that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.
- Pay Grid: **Network & Systems Administrator**
- Pay Grid Range: **\$40.42 to \$62.50 per hour**
 - *This position is paid based on a preset salary grid, and the actual salary will be determined by applicable education and experience as determined by the Human Resources department. The starting pay listed reflects this position's minimum experience and education requirements. The top pay range represents the top of the pay grid for this position. It is rare for a candidate to enter this position at the top of the pay grid. Most candidates can expect to enter in the lower to middle section of the pay grid, depending on experience and education.*

Please Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.

To apply for this position, please [click our application link](#) to be redirected to our recruiting website.