



**The Country Day School  
Network & Cybersecurity Administrator  
Permanent, Full-time, Year-Round Position  
Commencing Immediately**

Reporting to the Director of Educational Technology, the successful candidate will be joining a dynamic team of educators and technical professionals that support teaching and learning at CDS. The Network & Cybersecurity Administrator is responsible for planning, developing, installing, configuring and maintaining the school's hardware, software and any related infrastructure. This includes the creation of all plans to ensure functionality, data consistency, security, system usability and employee productivity aligned with school priorities. The Network and Cyber Security Administrator will also act as the lead for cybersecurity compliance including monitoring and responding to cyber threats/attacks, as well as recommending and implementing ongoing best practices. The Network & Cybersecurity Administrator may be required to work outside of regular hours from time to time and be on call for network support.

**Key Responsibilities include:**

**Systems & Network**

- Strategically plan for future installations, upgrades and migrations for server and networking hardware and software
- Manage, maintain, and support all network infrastructure including switches, routers, Wi-Fi, telephony, VPN and Firewalls
- Support and ensure operating viability of the School's LAN and internet connection for all hours of operation, as well as being responsible for routinely tuning systems for optimum performance
- Manage, maintain, and support all physical and VMWare virtual servers
- Develop and maintain accurate and complete documentation of the School's IT environment, including a regularly audited asset inventory, and hardware and software licensing
- Apply routine patches, upgrades, and updates to host server and client server operating systems
- Manage Active Directory and Google Workspace Administrator including policies, account access, and security
- Manage, maintain, and upgrade client/server applications
- Support interoperability between client/server platforms
- Support of office infrastructure including building security systems/cameras, facility control systems
- Maintain backup system to provide recovery and archiving of data
- Maintain DNS, DHCP, and other server-based network protocols

## Cybersecurity

- Monitor, assess, and resolve security threats to endpoints, servers, cloud services
- Make ongoing recommendations for cyber security improvements as threats and solutions evolve
- Develop and maintain a system recovery plan in the event of power failure, damage to the system, etc.
- Maintain point of contact and communicate with Third Party (3rd) vendors and service providers
- Develop, implement, and maintain policies and procedures for ensuring the security and integrity of all systems

## Professional Learning

- Maintain current knowledge and expertise on system and network security
- Work in collaboration with the Director of Educational Technology and senior leadership to develop a clear understanding of business needs, ensure cost-effective delivery of Technology Services to meet those needs, and respond with agility to changing business priorities

## **EDUCATION and/or EXPERIENCE:**

- Bachelor degree in Computer Science, or an acceptable combination of education and relevant experience required
- A minimum of 5 years' experience in IT Operations, Systems Administration, Network administration
- Cisco Systems, Microsoft Client and Server systems, Microsoft Exchange, A+ & CCNA Certifications, CCNP would be an asset
- Experience with Project management

## **SPECIALIZED KNOWLEDGE & SKILLS:**

- Advanced knowledge of firewalls, encryption, and other aspects of network security technologies
- Network systems administration. Hardware repair and maintenance, AD administration, SQL query, Microsoft client and server OS systems. Apple OSX, iOS device and OS management. Project Management. Virtualization (Hyper-V, VirtualBox, UTM, VMWare).
- Excellent technical knowledge of current network hardware, protocols, and Internet standards
- Strong knowledge of network management and analysis tools
- Advanced knowledge of networking, operating system, and server architectures, notably for Microsoft and Google products and service current Google Cloud, Microsoft Cloud or AWS Cloud Certifications and overall knowledge of hyperscale Cloud platforms
- Able to interpret the operational requirements of end users, project managers, and other stakeholders
- Ability to write concise and accurate technical documentation
- Ability to troubleshoot programming changes, errors, and subsequent modifications
- Able to stay abreast of current and future technological developments or trends
- Knowledge of applicable data privacy practices and laws
- Ability to research enterprise networking issues and products as required
- Good project management skills and the ability to produce quality work within tight timeframes

The review of candidates will begin immediately and will continue until the position is filled. The Head of School invites qualified individuals to apply by **August 1st, 2022** with resume and cover letter to:

**John Liggett, Head of School**  
**The Country Day School**  
**13415 Dufferin Street**  
**King, ON L7B 1K5**  
[cds.simplification.com](http://cds.simplification.com)

The Country Day School offers a positive working environment with a competitive salary. We are committed to fostering an inclusive, equitable and accessible environment where everyone feels valued, respected and supported, and welcome those who would contribute to the further diversification of this community. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations, please let us know.

All employees of The Country Day School must be able to provide a Vulnerable Sector Screening Report. ***Only those persons selected for an interview will be contacted. No phone calls or agencies please.***

Situated on a beautiful 100-acre campus in the heart of King Township, The Country Day School offers a challenging university-preparatory program for boys and girls (JK-12). For more information about this leading Canadian independent school, please visit [www.cds.on.ca](http://www.cds.on.ca).