



**Position:** Systems Administrator  
**Reports To:** Chief Information Officer  
**Department:** Technology  
**FLSA:** Exempt  
**Date Updated:** May 2026

**About Shady Hill School:**

Since 1915, Shady Hill, a school of approximately 530 students (PreK - Grade 8) and 90+ faculty, has been a leader in progressive education. Shady Hill is a deeply mission-driven school. We seek to develop independent, joyful and curious learners who respect their own accomplishments and those of others. We strive to be a community whose values are strong and whose teachers are unafraid to engage students in important questions. The school's program allows children to explore their worlds and test their powers. As a school with a historical and contemporary commitment to social justice, we believe that an inclusive and equitable community is an educational and moral imperative that empowers us all. Therefore, we seek to hire teachers who demonstrate a mindset and skill set that prioritizes cultural competence, equity, and justice in their practice with students and in their work with colleagues.

**About the position:**

Shady Hill School seeks a motivated and thoughtful Systems Administrator to support the daily management, reliability, and security of the school's technology systems. The school's instructional and operational work depends on a stable and well-managed digital environment. Working in close partnership with the Chief Information Officer and the Network Engineer, this role is ideal for a systems professional who is eager to deepen expertise in enterprise platforms, security practices, and hybrid infrastructure within a mission-driven educational setting. The Systems Administrator plays an important role in sustaining a proactive, well-integrated technology ecosystem so that faculty and students can focus fully on teaching and learning. The successful candidate will be detail-oriented, collaborative, service-minded, interested in furthering their technical expertise, and able to maintain a calm presence when working on complex or time-sensitive situations. This is a full-time, in-person, exempt (salaried), 12 month position.

**Primary Responsibilities:**

- **Systems Operations and Platform Management**
  - Manage and support daily administration of core IT systems and platforms.
  - Maintain system configurations, permissions, and access controls.
  - Support software updates, version control, and patch deployment processes.
  - Monitor dashboards, alerts, and logs to ensure system performance and uptime.
  - Maintain clear and organized documentation of systems architecture and operational procedures.
- **Security and Compliance**
  - Support proactive security practices through monitoring, vulnerability scans, and regular system reviews.

- Assist in responding to alerts and addressing system risks in collaboration with IT leadership.
- Help maintain compliance with applicable data protection and privacy standards.
- Contribute to strengthening access control and data governance practices across the school.
- **Infrastructure Collaboration**
  - Collaborate closely with the Network Engineer to ensure alignment between systems, identity platforms, and underlying network infrastructure.
  - Support integrations between cloud-based platforms and on-premise systems.
- **Technical Support and Escalation**
  - Evaluate system performance and suggest improvements.
  - Identify opportunities for automation and operational efficiency.
  - Support the long-term sustainability and scalability of the school's technology environment.

### **Systems and Platforms Currently in Use:**

The Systems Administrator will support platforms such as:

- Jamf Pro (MDM)
- Azure Active Directory
- AD Audit
- Google Workspace & Google Classroom
- Zoom Meeting & Zoom Phone
- Apple Classroom
- Securly
- ConnectWise
- OpenVAS
- OpManager
- IP Manager
- Netradar
- Sophos
- Lansweeper

Experience with comparable enterprise systems is welcome.

### **Required Qualifications:**

- 2–6 years of experience in systems administration, IT operations, or a related technical role.
- Bachelor's degree in computer science or related field.
- Experience supporting identity and access management systems (e.g., Azure AD, Google Workspace).
- Experience with mobile device management platforms (e.g., Jamf or similar).
- Familiarity with security monitoring tools, patch management processes, and vulnerability scanning.
- Solid understanding of networking fundamentals (DNS, DHCP, VLAN concepts, switching, wireless infrastructure), with interest in continuing to build networking depth.
- Demonstrated ability to troubleshoot across systems, accounts, and endpoints.
- Strong documentation, organization, and time management skills.
- Clear and professional communication skills, with the ability to explain technical matters to non-technical audiences.

- Ability to maintain a high level of attention to detail while effectively managing multiple tasks and competing priorities in a fast-paced environment

**Preferred Experience:**

- Experience in a K–8 or mission-driven educational environment.
- Experience supporting hybrid (cloud/on-premise) environments.
- Exposure to scripting or automation (PowerShell, Bash, or similar).

The annual salary range for this position is \$80,000 - \$95,000.

**To apply:** Please send a cover letter and resume to: [apply@shs.org](mailto:apply@shs.org). Please be sure to include “Systems Administrator” in the subject line of the email.

*Shady Hill offers competitive salaries and a generous benefits package, including medical, dental and vision insurance plans and paid time off. Employees must be authorized to work in the United States. Shady Hill is an Equal Opportunity/Affirmative Action Employer. For more information on Shady Hill please visit us at [www.shs.org](http://www.shs.org).*