

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION CONFIDENTIAL POSITION Cyber Security Specialist

JOB TITLE: Cyber Security Specialist

REPORTS TO: Executive Director Technology and Innovation

NATURE AND SCOPE OF JOB:

The Cyber Security specialist is responsible for providing operational and technical support for the organization's Information Technology Security function and to ensure the security, integrity and resiliency of Trenton Public School District's computing environment against potential internal and external cybersecurity threats, overseeing all aspects of the district's security posture.

QUALIFICATIONS:

Skills

- Highly skilled at technical troubleshooting and problem solving.
- Strong critical thinking and analysis skills with a detail oriented mindset.
- Strong communication and interpersonal skills; ability to work well in a collaborative cross functional environment.
- Strong verbal and written communication skills; ability to clearly communicate complex technical concepts and issues to both technical and non-technical audiences.
- Experience managing device and end user security with Microsoft Active Directory (AD).
- Experience managing device and end user security with Google G Suite administration.
- Experience managing enterprise content filtering (i.e. Lightspeed Systems).
- Experience managing enterprise antivirus/malware and anti-phishing protections (i.e. Sophos)
- Experience managing internal network security for switches and routers.
- Experience managing network perimeter security with Fortinet firewalls and appliances.
- Experience managing wireless network security with wireless controllers and access points (WAPs).
- Experience with cloud services security is a plus.

Education/Experience

- Associates degree(or higher preferred) in Computer Science or in a related field
- CompTIA Security+ certification or relevant experience
- Knowledgeable of microsoft 365 security management
- Familiarity with two factor authentication methods
- Alignment with TPS mission and core values.

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- Certified Information Systems Security Professional (CISSP) certification is a plus.
- Certified Cloud Security Professional (CCSP) certification is a plus.
- Information Technology Infrastructure Library (ITIL) certification is a plus.
- Experience working in a school district, CMO, non-profit or government agency is a plus.

Day to Day Responsibilities

- Provides technical security support by identifying, responding, investigating and resolving security related incidents, events and issues.
- Acts as the primary security escalation point for all Information Technology personnel.
- Performs continuous security monitoring of all systems, services and integrations to rapidly identify potential security issues and initiate actions to mitigate.
- Oversees and maintains microsoft 365 security management
- Oversees and maintains two factor authentication portal to ensure all staff email accounts are secure
- Performs internal security audits of systems, services and processes and makes security improvement recommendations based on findings.
- Reviews infrastructure, application and endpoint related software updates, patches and upgrades to identify security gaps and vulnerabilities.
- Manages software lifecycles to ensure updated and ongoing security support for operating systems (OSs), applications, services, protocols, etc.
- Collaborates with Infrastructure/network Team to provide security related support for CIPA compliant content filtering, identity management and malware/antiviral protections.
- Develops, maintains and secures documentation for IT security systems, services and processes.
- Keeps abreast of current and emerging security technologies, threats and best practices and proposes and recommends changes and improvements to reduce cybersecurity risks.
- Assembles standard and ad-hoc security reports, performs analysis and formats results to assist efficient and effective security related decisioning.
- Supports activities to promote cybersecurity awareness across TPS District.
- Maintain ongoing cyber security training for staff and students and technical department
- Implementation and maintenance of CrowdStrike Security solutions
- Deploy and manage Identity and Access Management solutions (SSO, MFA, PAM, etc.)
- Experience with maintaining web and email proxies
- Ability to use PRTG or other protocol analyzer
- Maintain knowledge and awareness of the following standards HIPPA, FERPA, FOIA, CIPA and PCI
- Ability to maintain absolute confidentiality of sensitive files, data and materials accessed, discussed, or observed while working with district staff

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- Stay current on cyber security trends (On-Premise, Cloud and Hybrid) and news
- Maintain cyber security related certifications and the passion to never stop learning

Service Delivery

- Adheres to IT Security standards and maintains a high level of performance against security Service Level Agreements (SLAs), Key Performance indicators (KPIs) and metrics; updates and maintains supporting IT Security documentation.
- Keeps IT leadership informed of IT Security systems and services statuses and provides immediate notifications of deviations or breaches.
- Implements approved security improvement plans resulting from incident investigations, reports and root cause analyses.
- Reviews technical security advisories from key systems and services providers for applicability and risk; recommends actions as appropriate.
- Provides security focused perspective to projects and initiatives development and implementation.
- Develops cybersecurity awareness content and end user related security training material.
- Develops, maintains and updates disaster recovery plan for the district
- All other duties assigned by Executive Director of Technology and Innovation or Designee

EMPLOYMENT TERMS:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for confidential/unaffiliated employees.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

EVALUATION:

The Cyber Security Specialist shall be evaluated in accordance with Board of Education Policy.

Board Approval Date- March 25, 2024

Unaffiliated POSITION