

JOB DESCRIPTION



Job Title: Network and Systems Administrator

Date: 2026-2027

Department: Information Technology

Reports To: Chief Information and Technology Officer (CITO)

FLSA STATUS: Exempt Salary Range: \$60,000 - \$70,000

Job Summary:

The Network and Systems Administrator is a key member of the Information Technology team, responsible for the reliable, secure, and efficient operation of the school's technology infrastructure. Working collaboratively with IT leadership and colleagues, this position serves as the primary administrator for assigned enterprise systems while providing cross-functional support for the broader technology environment to ensure operational continuity and resilience.

This role administers, monitors, maintains, and continuously improves the school's network, server, cloud, endpoint, and enterprise technology platforms that support teaching, learning, and school operations. The Network and Systems Administrator performs advanced troubleshooting, implements technology solutions, monitors system health and security, and ensures the availability, performance, and integrity of critical systems used by faculty, staff, and students.

In addition to day-to-day operations, the Network and Systems Administrator partners with IT leadership to evaluate emerging technologies, support strategic infrastructure initiatives, mentor technical staff, and recommend improvements that strengthen the school's technology environment. This position is ideal for a collaborative, service-oriented technology professional who enjoys solving complex technical challenges while making a meaningful impact in an educational community.

Primary Responsibilities

The Network and Systems Administrator is responsible for ensuring the secure, reliable, and efficient operation of the school's technology infrastructure while supporting instructional, administrative, and school operations. The position assumes primary responsibility for designated enterprise systems while maintaining working knowledge of the broader technology environment to provide cross-functional support and operational continuity.

Infrastructure & Systems Administration

- Collaborate with the Senior Network & Systems Admin and other leadership to administer, maintain, and optimize enterprise network, server, cloud, and identity management infrastructure to ensure high availability, security, and performance.
- Manage enterprise productivity platforms, directory services, authentication systems, identity lifecycle management, and access controls.

- Configure, monitor, troubleshoot, and optimize wired and wireless network infrastructure, remote access solutions, and network security.
- Administer physical and virtual server environments, storage systems, backup solutions, disaster recovery processes, and business continuity technologies.
- Manage endpoint deployment, operating system imaging, device lifecycle management, mobile device management (MDM), endpoint security, and software deployment across supported platforms.
- Monitor infrastructure performance, capacity, availability, and security, proactively identifying and resolving issues before they impact school operations.
- Implement cybersecurity best practices through system updates, patch management, vulnerability remediation, endpoint protection, and access management.

Technical Support & Operations

- Provide advanced (Tier III) technical support for complex infrastructure, network, systems, and enterprise application issues.
- Serve as the primary administrator for assigned enterprise platforms while maintaining sufficient knowledge of other institutional systems to provide secondary support and ensure continuity of operations.
- Mentor IT support staff and student technology assistants by providing technical guidance, knowledge sharing, and professional development.
- Collaborate with the Senior Network & Systems Admin and other leadership to administer and support enterprise technology platforms and applications that support academic, administrative, health services, dining, campus operations, communications, and other institutional functions while evaluating and adopting new technologies as organizational needs evolve.
- Coordinate with vendors, consultants, and service providers to implement solutions, resolve technical issues, and maintain technology services.
- Maintain accurate technical documentation, system configurations, operational procedures, disaster recovery documentation, and network diagrams.
- Communicate project status, maintenance activities, system health, and service updates to IT leadership and stakeholders through appropriate communication channels.

Strategic Planning & Continuous Improvement

- Collaborate with IT leadership to support strategic technology planning, infrastructure modernization, budgeting, procurement, and long-range technology initiatives.
- Research, evaluate, test, implement, and document emerging technologies that improve reliability, security, operational efficiency, and user experience.
- Analyze institutional technology needs and recommend infrastructure improvements, hardware and software investments, licensing strategies, and operational enhancements.

- Participate in infrastructure upgrades, technology projects, maintenance windows, and occasional after-hours support to ensure the reliability and availability of critical systems.
- Foster a culture of exceptional customer service by providing responsive, professional, and solution-oriented support to faculty, staff, and students.

The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.

Required Qualifications

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field. Masters preferred. An Associate degree in conjunction with professional experience (7+ years) and continued professional development may be considered.
- Three (3) to five (5) years of progressively responsible experience administering enterprise networks, servers, cloud services, and technology infrastructure.
- Demonstrated experience supporting enterprise operating systems, networking, identity management, endpoint management, virtualization, and cybersecurity technologies.
- Advanced level of knowledge & experience with Microsoft Architecture components.
- Ability to identify, analyze and coordinate appropriate and thoughtful responses to ensure a customer-focused solution is achieved.
- Ability to establish and maintain effective and professional working relationships with all end users.
- Team Player - Energetic and proactive approach to improving the IT Infrastructure. Positive attitude displayed within the team and to system users. Supportive of team members in accomplishing the work of the Academy.
- Strong analytical, troubleshooting, organizational, and problem-solving skills.
- Excellent interpersonal, written, and verbal communication skills with a strong customer service orientation.
- Ability to prioritize multiple responsibilities and work independently in a fast-paced, collaborative environment.

Technical Environment

Experience administering enterprise technology platforms is preferred. While the school's technology environment continues to evolve, familiarity with one or more of the following technologies is highly desirable:

- Microsoft 365, Azure, Active Directory, and enterprise identity management services
- Windows Server, virtualization platforms, and backup/recovery solutions
- Windows and macOS endpoint management, operating system deployment, imaging, and mobile device management (MDM)

- Enterprise wired and wireless networking, firewalls, VPNs, and network monitoring tools
- Learning management systems (LMS), student information systems (SIS), and school administrative platforms including, but not limited to, Blackbaud and Canvas.
- Enterprise business, finance, advancement, communications, and operational applications
- Unified communications and VoIP systems
- Endpoint security, remote management, monitoring, and IT service management platforms

Preferred Qualifications

- Experience supporting technology environments in K–12 schools, higher education, or similarly complex organizations.
- Professional certifications in networking, systems administration, cloud technologies, cybersecurity, or virtualization.
- Experience with enterprise cloud services, collaboration platforms, identity management, virtualization, backup and recovery, and endpoint management solutions.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height and carrying such weights a distance of 50 yards while performing installation and/or support of IT equipment; and ability to bend, stoop, crawl sit on the floor, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school/classroom or office environment or sports facility complex. The noise level in the work environment is usually moderate.

Teamwork and collaboration with internal and external customers are essential. Evening and weekend hours will be required during big events such as special events, reunions, golf tournament, and commencement.

Background Check and Fingerprinting

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date