



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2324-23

**NOTICE OF
VACANCY**

NETWORK & SECURITY COORDINATOR

MOISD & Local Districts

REPORTS TO: MOISD Assistant Superintendent of Technology Services LOCATION: Mecosta-Osceola Resource Center	START DATE: January 15, 2024 or as soon as possible
SALARY RANGE: \$65,000 - \$70,000, commensurate with level of experience and credentials	FLSA: Exempt, Non-Administrative
DURATION: Full-Time 12-month position; 7.5 hours per day, 260 days per year includes 10 paid holidays	POSTING DATE: December 21, 2023
BENEFITS: Family Medical with HSA or Cash in Lieu of medical; Dental, Vision, Life/AD&D/LTD; Paid Sick, Personal & Vacation Time; Tuition Reimbursement, Professional Development, MPSERS Retirement Plan	

Position Summary: The Network and Security Coordinator maintains and secures network infrastructure to ensure a reliable and safe learning environment for students and staff. The ideal candidate will have a strong network administration and cybersecurity background and a passion for supporting educational technology.

Professional Requirements / Education and Experience

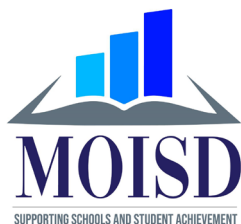
- Bachelor's degree in Information Technology, Computer Science, or a related field.
- Proven experience as a Network Administrator with a focus on K-12 environments.
- Strong knowledge of network protocols, security protocols, and infrastructure.
- Relevant certifications such as Cisco Certified Network Associate (CCNA) or Certified Information Systems Security Professional (CISSP) are a plus.
- Excellent problem-solving and communication skills.
- Experience with enterprise IT tools such as scripting, RDP, system management, documentation and ticket systems, and best practice implementation
- Experience with tcp/ip, ethernet, and wireless networks in an enterprise environment.
- Requires excellent interpersonal communications and relations; strong documentation skills; team-oriented personality; natural multi-tasking and time-management abilities; critical thinking and ability to prioritize tasks.
- Successful history of working with a team and providing training/direction. May occasionally perform or assist with level 1 technology support.
- Must have a valid driver license.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Design, implement, and manage a robust K-12 network infrastructure.
- Monitor network performance, troubleshoot issues, and optimize network configurations for efficiency.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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- Implement and oversee security measures to protect the school's network and data.
- Conduct regular security assessments, identify vulnerabilities, and implement corrective actions.
- Stay informed about the latest cybersecurity trends and technologies.
- Provide technical support to end-users, including students, teachers, and staff.
- Develop and conduct training sessions to educate users on network security best practices.
- Maintain accurate and up-to-date documentation of network configurations, security protocols, and troubleshooting procedures.
- Collaborate with IT professionals in the local school district and the MOISD to ensure seamless technology integration in the educational environment in the MOP Coop.
- Participate in planning and implementing technology initiatives aligned with local school districts and the MOISD educational goals.
- Lead the Mecosta-Osceola Tech Committee and support the work of the Mecosta-Osceola Tech Group as it relates to network engineering and security.
- Assume responsibility to transport self to assigned worksite(s) and maintain regular, reliable and prompt attendance.
- Maintain an attitude of mutual respect and tolerance of other professionals, students and parents.
- Additional duties as assigned by Assistant Superintendent of Technology Services or designee.

Work Environment and Physical Demands

Work is in an office setting; noise level is generally minimal to moderate. While performing the duties of this job, the employee is required to sit for long periods of time, stand and walk regularly, stoop, kneel, crouch, or crawl; use hands and arms to type, write, reach, handle, and feel, and occasionally lift and/or move up to 50 pounds; talk and hear. Specific vision abilities include close vision, ability to adjust focus with emphasis on long periods of concentration on a computer screen and small numbers. Must be able to tolerate work interruptions and adapt to changing priorities.

Deadline: January 5, 2024 or until filled.

Please submit cover letter, resumé, transcript, and references to:

Jessica R. Ross, Human Resources Coordinator

Email: jobs@moisd.org

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