Charles Wright Academy
7723 Chambers Creek Road West
Tacoma, WA  98467-2099
253/620-8300
www.charleswright.org

Systems Administrator

Posting Date: December 30, 2019
Application Deadline: Open until filled
Start Date: July 1, 2020

About the School: Charles Wright Academy (CWA), located on a beautiful, wooded 107-acre campus, serves 654 students in Preschool through 12th grade. The only coeducational independent Preschool-12 school in Tacoma, Washington, CWA provides challenging, college preparatory academics that prepare students to thrive in college and in life. Equally important is a wide array of experiential education, artistic, athletic, and service opportunities that promote students’ social-emotional development and provide avenues by which they discover and pursue their passions. Close, respectful, and trusting relationships between faculty and students result in an environment in which all community members embrace both the hard work and the joy inherent in the journey of intellectual and personal growth.

Our Mission Statement: To inspire active, joyful learning while nurturing and challenging our students to develop the character, creativity, and skills to successfully navigate the future with confidence.

Summary:
This full-time, year-round position researches, analyzes, tests, documents, repairs, and deploys computers, networking infrastructure, and software systems in an Apple, Chrome, and Windows integrated environment to support Charles Wright students, faculty, and staff’s use of technology and to serve the mission of the school.

Responsibilities:
- Manage the daily operation of the school’s network infrastructure including the Palo Alto firewall, ProCurve switches, Ruckus wireless network, fiber and copper infrastructure, and internet connection.
- Implement, monitor and manage real-time network traffic and security monitoring tools to ensure the electronic/cyber and physical security of the computer network and overall network efficiency.
- Conduct periodic network scans to find any vulnerability and report all anomalies and events to the Director of Technology and the Director of Finance & Operations.

Revised 11-19
● Implement, manage and monitor network data protection, encryption, and access control tools to prevent data loss and/or inappropriate access.
● Maintain network hardware and software through regular application of all recommended firmware and software patches
● Plan for network hardware, infrastructure, and software upgrades
● Manage internet related services/DNS registration, SSL certificates and maintenance
● Administer and integrate Active Directory (on-prem and AzureAD) with all cloud or hosted platforms and services
● Monitor email traffic, administering filtering and higher-level group management
● Manage campus-wide, digital and analog phone system
● Create a disaster recovery plan to prepare for catastrophic failure to major technology systems
● Manage and monitor the Access Control System
● Coordinate with Director of Operations for overlapping areas (Access Control, Paylocity, MealTime, HVAC, etc.)
● Carefully organize and document all work, and facilitate a comfortable working relationship between the IT and all other departments within the school.

Additional Functions
● Analyze existing procedures and develop improvements for optimum use of technologies
● Analyze situations accurately and adopt an effective course of action
● Participate in regular professional development to stay up to date with the latest network and security best practices.
● Provide technical support and training for administrators, faculty, staff, and students

Qualifications:
● Bachelor’s degree, preferably in an IT field
● Demonstrated technical proficiency and knowledge of network hardware, software, operating systems, cybersecurity, and current trends and practices
● Effective communicator and ability to work collaboratively with the technology team, problem solve and plan and execute projects under pressure
● Minimum of 3 to 5 years of hands-on experience in Network Management
● Ability to interact with users in a professional, cooperative, and courteous manner
● Patience, flexibility, and a sense of humor
● Solid understanding of cybersecurity risk, prevention, remediation, and user education on these topics
● Demonstrated knowledge of and troubleshooting experience with OSX, iOS, Windows 10, Adobe Creative Cloud, Microsoft Office, G Suite for Education, E-Mail, and internet services
● Experience with Windows Server 2012, Windows Server 2019
● Experience with mobile devices such as iPhones, iPods, iPads, Android devices

Preferred Qualifications
● Experience working in a school environment preferred
● Experience with Mac, Chrome, and Windows integrated environments

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Physical Requirements:
- Frequently lift up to 50 lb. of network or computer equipment
- Install network and computer equipment, including crawling under or around furniture, climbing ladders, and/or reaching to perform tasks.
- Work in standard office conditions and climate.

Salary/Benefits:
Salary is competitive with other independent schools in the Pacific Northwest. Compensation includes a comprehensive benefits package to employees and their families designed to provide choice, flexibility, and value. In addition to health (medical, dental, vision), life and disability insurance, and a flexible spending account, we offer participation in the Academy’s 403(b) retirement plan, including a generous employer contribution once you meet eligibility, paid time off, tuition remission for immediate dependents, subsidized lunches, and professional development.

Application Process:
Interested candidates should send a letter of interest and resume to:

Email: humanresources@charleswright.org

Mail: Attention Office of Human Resources at the address above.

In-person application: Follow campus signs to “Upper School”, using Upper School visitor parking. The Office of Human Resources is open Monday through Friday, 8:00 am – 4:30 pm.

No phone calls, please.
Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.