Sumner Bonney Lake School District

An Equal Opportunity/Affirmative Action Employer

Cybersecurity Engineer

Compensation & Representation:
The Cybersecurity Engineer is a classified staff member represented by the Sumner Exempt Employee Group and paid according to the SEE Salary Schedule.

General Summary:
The Sumner-Bonney Lake School District Cybersecurity Engineer is responsible for the planning, design, and implementation of the Cybersecurity system for the district. This includes writing and implementing appropriate policies and systems to address information and cybersecurity needs of students, staff and the District as well responding to security threats.

Specific Job Requirements:
- A Bachelor's Degree in computer science or educational technology; an equivalent combination of education and experience may be considered.
- Five years of progressive experience and responsibility in Cybersecurity, IT operations and/or IT security.
- Possession of SSCP or CISSP certificate or achievement of certification within 18 months of hire required.
- A valid Washington Driver license is required.
- Pass Cybersecurity Audit with the State Auditor's office within 2 years of hire date.

General Job Requirements:
- Demonstrated expert knowledge of cybersecurity principles, terminology, standards and frameworks (e.g. NIST, FISMA, ISO)
- Demonstrated working experience with information security tools, practices, and techniques including application protection, IDS, IPS, SEIM, and logging systems.
- Demonstrated experience in TCP/IP based computer networking fundamentals including routing, switching, DNS, & DHCP.
- Demonstrated experience in enterprise information systems fundamentals including Windows and Linux servers and SAN storage.
- Focus on protecting PII data by helping to administer Student Data Privacy Agreements.
- Successful experience with technology project management, and in providing technical support and training to internal and external staff.
- Ability to use cybersecurity principles to assess district practices and to meet district security objectives.
- Working knowledge of public & private cloud operation fundamentals.
- Working knowledge of scripting utilities and syntax.

- Ability to make formal presentations to small and large groups that include recommendations and project proposals and training as required.
- Provide training to individuals as well as small and large groups focused on security initiatives.
- Effective and creative problem solving, diagnostic and troubleshooting skills.
- Excellent communication skills (verbal, graphic, and written) to clearly articulate technical concepts to non-technical users. Writing skills must include proficiency in grammar, spelling and composition.
- Ability to work independently with minimal supervision, working under pressure with frequent interruptions to meet deadlines.
- Ability to organize work and direct the work of others.
- Ability to exercise sound judgment, including appropriate handling of confidential, legal and sensitive matters.
- Ability to attend to detail, organize and problem solve, following tasks through to completion.
- Ability to make effective decisions in the supervisor's absence.
- Flexibility to be advised by a supervisor as well as directed to specific solutions for problems.
- Ability to be versatile and adaptable in dealing with unpredictable situations; must possess excellent human relations skills in dealing with the public, staff, parents, administrators and co-workers.
- Ability to establish cooperative relationships with other District staff members, students, parents and community members using a strong customer service orientation.
- Ability to identify and solve problems in a dynamic environment.
- Ability to analyze a variety of data to arrive at a solution for complex problems.
- Understanding of the K-12 education environment in order to make recommendations in context of the District's long range goals.

Essential Job Functions:
The primary duties and responsibilities for the position include:
Security Risk Management Plan
- Perform district security reviews to identify gaps in security architecture with a focus on proactive efforts.
- Coordinate technology department staff in review of District systems.
- Develop a security risk management plan with optimal solutions for the District's needs and vulnerabilities.
- Coordinate all phases of the security risk management plan.
- Monitor, select, and present the most technically viable and most cost effective security solutions.
- Prepare recommendations for and fully implement the plan and document deviations from the plan.
- Act as the primary point of contact for law enforcement in case of breach.

Ongoing Maintenance of Cybersecurity
- Develop district level written procedures for security standards and best practices (e.g. disaster recovery, patch management, cyber vulnerability assessments).
- Proactively support the District in maintaining secure technology and information systems.
- Monitor, analyze, and report security threats directed at District systems, staff, or students.
- Assess District security posture and practices and make recommendations for improvement that align with industry security standards.
- Organize and share recommended security practices and trends.
- Maintain a system of continuous monitoring of security system tools and practices for effectiveness and efficiency.

Proactive Support of Cybersecurity
- Coordinate implementation of major District security systems changes or upgrades.
- Respond to security threats and coordinate the District response.
- Provide recommendations to address immediate threat as well as corrective actions to address long term security needs and recovery.
- Coordinate sharing of security issues and challenges across the District.
- Systematically track information and cybersecurity trends and maintain expert knowledge of best practices to protect data, systems, staff and students from threats.
- Provide training and technical assistance to administrative staff regarding security initiatives and risk management plans.
- Evaluate and recommend standards regarding system use, as well as new and existing services to support end-user functionality and legal compliance.

Leadership in Cybersecurity
- Serve as representative and/or liaison of the District at inter-agency meetings or collaborative projects.
- Provide cross-support to other technology positions.
- Participates in staff and department meetings.
- Exhibits multicultural and ethnic understanding and sensitivity with the capability to communicate effectively with all cultural groups in the Sumner-Bonney Lake School District.
- Works collaboratively within the professional learning community of the school and district.
- Ability to learn new procedures quickly, flexibly and adaptably.
- Must be able to perform the essential functions of the job with or without reasonable accommodations.
- Reports to work with regular and reliable attendance and punctuality.
- Upholds board policy, district and building policies and goals.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.

Working Conditions:
Good working conditions. Occasional exposure to weather. Moderate physical demand, occasionally required to lift and carry objects weighing up to fifty (50) pounds and push/pull with up to fifty (50) pounds of force. Must be able to walk up to 500 feet at a time and climb stairs as needed. Occasionally may need to climb, crawl, stoop, and work in tight, dirty spaces, inside and/or outside, in an awkward position when installing or inspecting equipment, cable, wire, etc. May also, on rare occasions, climb heights that require the use of safety equipment.

Alternatives to the above requirements and desirable qualifications may be made as the District finds appropriate and acceptable. It is understood that the District has a right to transfer and assign employees to best fit the needs of the District.

The District operates on a fiscal year from September 1st through August 31st. Those employees who do not work the full year are paid over a 12-month period. This means that during the school year the monthly pay warrants will be approximately 1/12 of the school year earnings, which allows the employee to receive a pay warrant during the summer months.

The Sumner-Bonney Lake School District will make "reasonable accommodation" as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause undue hardship for the employer.

The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities on the basis of sex, race, creed, religion, color, national origin, age honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or serving animal by a person with a disability. The district provides equal access to the Boys Scouts of America and other designated youth groups.

The Sumner-Bonney Lake School District will also take steps to assure that persons without English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs contact the Director of Student Services.

The following employees are designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A.640 Compliance Officer Adrienne Chacón, Director of Human Resources, adrienne_chacon@sumnersd.org; ADA Coordinator, Robert Gallagher, Director of Human Resources, robert_gallagher@sumnersd.org; Section 504 Coordinator Karen Finigan, Executive Director of Special Services, karen_finigan@sumnersd.org; 1202 Wood Avenue, Sumner, WA 98390.

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