

Thomas Buzbee Vocational High School
Job Announcement

Position: VOCA Grant IT Specialist – Grant Funded

Position(s) Available: (1) One

Opening Date: September 8, 2017

Closing Date: 09/15/2017

Salary: \$1,167.58 Semi-monthly

Status: Non- Exempt

Position:

VOCA Information Technology Internet Security Specialist

General Description:

The VOCA granty Internet Security Specialist will work to support and assure student online security. In many cases victim youth are labeled sex offenders (SO's), or have a history of acting out, although not charged. Our firewalls are very stringent and these will be relaxed in order for youth to explore future life directions in the computer lab. This specialist's task will be to monitor internet activities in real-time to prevent SO's from contacting victims via internet or researching pornography.

Reports to:

Information Technology Director

Qualifications:

- A Bachelor's Degree in Computer or Science or related field preferred.
- Preferred at least one year experience or student with a major in Management Information Systems, Information Technology, Computer Engineering, or a related field.
- Requires proficiencies in the monitoring of local area networks, monitoring network traffic, and ability to react quickly to web traffic violations.
- Preferred experience as well with PC hardware, PC software, networked printers, AV equipment, LDAP, HyperV, VDI environments, and Microsoft server operating systems.
- Requires ability to communicate effectively with non-technical staff members in a friendly and courteous manner.

Specific Duties:

- Oversee:
 - Student network traffic, and assess on a real time basis,
 - Assist VOCA staff with basic I.T. needs.
- Coordinate with the I.T. Director to solve help desk requests.
- Ensure prompt resolution of student violations in regards to internet use.
- Assist with required software update schedules.
- Diagnose and solve issues with printers or print servers as this pertains to the VOCA grant.
- Explore and research hardware and software related issues and products.
- Learn and maintain GCTC policy I.T. standards and Texas Education Code requirements regarding cyber-bullying and cyber-safety.
- Cooperate with GCTC and VOCA grant administration in job duties assigned by I.T. Director.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Ability to maintain emotional control under stress.
- Ability to comply with PREA standards.
- Ability to maintain confidentiality regarding access to any information involving but not limited to personnel files, HIPPA compliance with medical files, student case management files, and TEA education files and portfolios.
- Provide confidentiality regarding all personal student information and agency business.
- All other duties as assigned

Contact
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