



**START DATE:** June 1, 2024

**Our Mission:** We inspire highly capable, creative learners to lead with curiosity, compassion, and courage in a diverse and dynamic world.

**About the Organization:** Located just north of Seattle in Shoreline, Washington, The Evergreen School has been educating highly capable, creative learners for 60 years. Our students love to ask questions, and our teachers use that natural curiosity to craft engaging lessons and spark thought-provoking conversations. Evergreen's program infuses challenging academics with foundational support for social skills, emotional well-being, a multicultural perspective, and empathy for others. Our students think deeply, take intellectual risks, and tackle complex problems. They learn how to self-advocate, collaborate with others, and understand and respect differences. Evergreen graduates move on to high school and beyond with confidence, ready to contribute to a diverse and dynamic world.

**Community:** Our community members at Evergreen value and embrace the dignity and diversity of all people. We actively seek and support students, families, faculty, staff, and trustees who bring a diversity of identity into our community. Our mission makes it essential that we skillfully deliver an inclusive educational program that teaches respect for others, empowers students of all backgrounds equitably, encourages social responsibility, and prepares students to be leaders in an interdependent global community. At Evergreen, our goal is to curate a culture where every family feels fully welcomed and encouraged to participate in every aspect of the community. The school community is committed to diversity, equity, and inclusion work; it is a place where all faculty and staff are required to complete DEI training within the first three years of their employment.

### THE OPPORTUNITY:

The IT System Administrator is responsible for configuration, implementation, troubleshooting, and general maintenance of hardware and applications. This position is highly visible, supporting all school faculty, staff, and students. The IT System Admin will be responsible for overall network performance, system patches, planning, and execution of projects for end user platforms. This position requires the ability to partner with the Chief Technology Officer and vendors to monitor and log system activity and create plans to optimize system performance. This requires working closely with the CTO to develop and implement environmental upgrades with little or no impact to current processes or users. This position includes assisting the Helpdesk as needed. The IT System Admin reports to the CTO.





## DUTIES AND RESPONSIBILITIES:

- Performs day-to-day operational maintenance and support for all network devices.
- Performs helpdesk duties as needed.
- Ensures workstation/server data integrity by implementing and managing appropriate software and hardware solutions of varying complexities.
- Conducts hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines.
- Works closely with the CTO to help determine and develop the systems to be implemented.
- Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures.
- Develops, implements and promotes standard operating procedures and schedules.
- Ensures data/media recoverability by developing and implementing a schedule of system backups and database archive operations.
- Provides troubleshooting documentation for helpdesk support to assist them with resolving issues.
- Maintains current knowledge of industry trends and standards.
- Other duties as assigned.

## EXPERIENCE, EDUCATION AND DESIRABLE SKILLS:

Studies have shown that people of historically marginalized backgrounds are less likely to apply for a position unless they believe they meet every listed requirement. Evergreen is most interested in finding the best candidate for this opportunity and encourages people to apply if they feel they meet most of the following qualifications:

- Sense of accountability, results-orientation, and customer focus.
- Degree in computer science or equivalent vocational training or work experience.
  - IT certifications are a plus
- 3+ years' experience providing support for network infrastructure.
- Experience and understanding of cybersecurity methodologies.
- Understanding and proven experience with tools to troubleshoot server hardware, software, and network issues.
- Understanding and working knowledge of:
  - OSI Model, VLAN, DNS, DHCP
  - Thorough understanding of Active Directory, User Objects, Computer Objects, OU's, DNS, RDP, DFS, and GPO's.
  - Google Workspace Admin Console
  - Microsoft 365, and related technologies (Azure, Intune, Teams, SharePoint, etc.)
  - Experience in deploying and configuring cloud assets using scripts, APIs, CLIs and management console.
  - Experience with security certificate creation and installation.
  - Expertise in operating system configuration & security fundamentals with the ability to assist risk and compliance to standards adherence.
- Ability to provide assistance with design, maintenance, and continual improvements to platforms.
- Ability to perform analysis of OS and application issues, crashes, security incidents and overall performance.
- Excellent verbal and written communication skills including presentation of complex technical information; the school's primary language is English.
- Ability to interact effectively with teachers, students, team members, vendors, and all levels of school leadership.
- Can learn and adapt new technologies, operating systems, and applications.
- Can be relied upon to report to work on time and as scheduled; must be available to work occasional nights, weekends and holidays and perform on-call support as required.
- Must have an honest, committed, and positive attitude, and be a team player working collaboratively to share ideas and achieve team goals.
- Strong organizational skills to meet deadlines as well as coordinate, prioritize, and communicate project status to applicable parties.
- Must be extremely responsive and be able to work under pressure to meet deadlines.
- Excellent customer service skills.
- Strong critical thinking skills and attention to detail.
- Able to collaborate and build positive relationships with others and work in a team setting.
- Must be legally able to work in the US.





### PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Able to lift 50 lbs.
- Work on knees for extended periods of time.
- Work under desks and behind/around rack-mounted equipment.
- Spend a large amount of time using a keyboard and mouse, and looking at screens.
- Able to stand and sit for long periods of time.
- Can twist, bend, squat, and climb stairs.
- Can walk, carry items and push equipment carts inside and outside around campus facilities, in good and inclement weather.

### BENEFITS:

- School-paid medical and dental insurance and employee paid supplemental vision.
- School-paid Life, Accidental Death & Dismemberment and Long-Term Disability insurance plus an Employee Assistance Program.
- 403(b) Retirement Plan with a School match of up to 7% and immediate vesting.
- Flexible Savings Account and/or Health Savings Account.
- Commuter Assistance.
- Tuition Remission.
- Infant/toddler care is available on campus (availability limitations apply).
- Paid holidays and other paid leave.



### POSITION DETAILS:

This is an exempt, 1.0 FTE full-time, benefits-eligible position beginning immediately, with an annual wage range of \$80,000 to \$100,000, depending on years of experience. Employees are paid on the last banking day of each month. This position follows a 12-month work schedule. Work hours are Mondays through Fridays; evening, holiday and weekend work may be required.

### HOW TO APPLY:

The Evergreen School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Head of School, Halsey Bell), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at [zack@dovetailedsourcing.com](mailto:zack@dovetailedsourcing.com). Please do not contact the school directly.

**Any applicant scheduled for a second interview will be asked to submit a 500-word (max.) answer to the following question:**

"At Evergreen, our mission calls us to "inspire highly capable, creative learners to lead with curiosity, compassion, and courage in a diverse and dynamic world. "Reflecting on your current or previous experiences, describe a time in which you moved diversity and inclusion efforts forward in that role. How did you approach this effort and what did you learn about yourself during this process?"

### NOTICE OF NONDISCRIMINATION:

*The Evergreen School strives to provide equal opportunity to all employees. The school's policy is not to discriminate in employment based on race, color, sex (including pregnancy), religion, creed, age, national origin, citizenship status, physical or mental disability, sexual orientation, gender identity, veteran or military status or any other status protected under applicable local, state or federal law. The School is committed to administering employment decisions, including hiring, promotions, compensation benefits, transfers, layoffs, return from layoffs, terminations, training, sabbaticals, tuition assistance and other programs, without regard to an employee's protected status.*