

Specialist III, System Security Administration

1 – Permanent Position

Information Technology and Information Management

CUPE Local 4400 Unit C - Grade M (12 Month)

\$40.95 – \$48.03 per hour

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Senior Analyst, System Security Administration, the Specialist III, System Security Administration will be responsible for the day-to-day administration of TDSB user accounts and, Exchange and systems.

The Specialist III will assist the Analyst I and the Senior Analyst in supporting and implementing changes in the production environment for subsystems such as account security group management, logon scripting and library mapping, file storage logical design, Mac Admin administration, and the Exchange email system.

Summary of Duties:

- Perform problem resolution process for issues relating to account creation and maintenance in a large (300,000 user) Windows Active Directory, Exchange, and Mac Admin environment;
- Coordinate security group and login script changes to the Windows Active Directory with the Analyst to ensure that accounts are correctly configured to match the security structure;
- Assist the Analyst with the implementation of storage structures and associated security definitions;
- Assist the Analyst in the testing and implementation of changes and enhancements to the account and security structures;
- Participate in the integration of new systems;
- Assist the Senior Analyst in their responsibility for test environments in which configuration changes can be tested;
- Periodically will be assigned to work in other functional areas of IT Services; and
- Other related duties as assigned.

Qualifications:

- University Degree in Computer Science, Engineering or related field with eighteen months direct related experience in administering Directory Services, NTFS and ACLs in the current Windows Server and office products within an Information Technology environment or an equivalent combination of education and experience;
- Completion of courses toward Microsoft Certified Systems Engineer (MCSE).
- Working technical knowledge and competency of major production environment components;
- Working technical knowledge of server virtualization technologies and the associated security administration;
- Knowledge and understanding of system technologies including Directory Services, File Permissions, ACL's, hardware, operating systems, security and storage management software;
- Knowledge of additional operating systems such as Mac and Linux;
- Knowledge of change management procedures;
- Good oral, written, interpersonal and organizational skills;
- Strong analytical, reasoning and problem solving skills; and
- Proven ability to work under pressure and consistently meeting deadlines.

Special Requirements:

- Available on call evenings, weekends and extended vacation periods; and
- Willing to work overtime as required.

Location: 140 Borough Drive, 3rd Floor, Wheelchair Accessible

Shift: 8:30 a.m. – 4:30 p.m. *Subject to operational needs

Work Year: 12 Months, Hybrid Work Eligible

Hours: 35 hours per week

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: ApplicationS@tdsb.on.ca
2. With competition # **CUPE C-26-1005UE** in the subject line
3. Apply no later than 4:30 pm on **February 9, 2026**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103, Flexible Working Arrangements](#) for more information.