

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/19	<u>COORDINATOR, CYBERSECURITY AND DATA PRIVACY</u>	3.12.5
Effective Date	Job Title	Index

Primary Function:

To support student achievement through maintaining data privacy and cybersecurity of district systems and ensuring the continuity and control of all appropriate functional areas and projects in the assigned area of responsibility. The Coordinator of Cybersecurity and Data Privacy provides leadership in the development, implementation and adherence of cyber security policies, processes and standards for the security of hardware and software, as well as to have a mitigation plan in place for possible breaches. The Coordinator will also oversee a District data privacy program including its guiding principles, policies and procedures, and associated risk management processes.

Responsibilities:

- 1.01 Carries out all assignments and ensures that all standards, policies and procedures are followed for the responsible functional area.
- 1.02 Reviews and supervises the responsible functional area staff.
- 1.03 Serves as primary contact person for users concerning responsible functional area issues.
- 1.04 Learns all functional area tools currently in use by the organization to which they are assigned, and how to apply them effectively to complete task/projects.
- 1.05 Attends training classes both internal and external, seminars, and/or conferences to increase understanding of their field and the technology used. Keeps current on technology and trends through industry literature, periodicals and other sources.
- 1.06 Prepares documentation which may include procedures, standards, policies and operational documentation.
- 1.07 Assumes responsibility for completion of assignments for functional area. This includes completing reviews of work performed and actions taken.
- 1.08 Provides mentoring and/or training to subordinate technical staff in the responsible area.
- 1.09 Participates as a member of the leadership team for the Technology Department.
- 1.10 Participates in setting department direction, goals and priorities.
- 1.11 Evaluates and conducts job performance ratings of all staff in the responsible area.
- 1.12 May be required to fill in for Department Director, or other TIS leadership in times of his/her absence.
- 1.13 May be required to travel to district locations and outside of district.
- 1.14 May be required to transport district equipment to district locations.
- 1.15 Performs related duties consistent with job description and assignment.

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Major Planning Requirements:

- Research and test tools available to the enterprise.
- Plan for transition to new technical environments.
- Plan resource allocation for projects across the organization.
- Plan and develop budget impact documents for resources and technology tool enhancements.

Key Relationships:

- Technology Director: Position reports to this manager.
- Technology & Information Services: Supervises all staff in area of responsibility.
- Interactions: Works with other supervisors and team leads within the Technology Department, as well as customers in schools and departments, with some contact with outside agencies and vendors.

Minimum Qualifications:

- Five years of experience in technology; at least two years of as a senior team lead or supervisor in a technical area. Included in the five years should be at least two years of information security planning and implementation experience.
- Four-year degree in computer science, information systems, or related field.
- Or, any combination of technical training, experience or education that demonstrates knowledge of and skills in, any of the above areas.

Work Experience:

- Applicable to responsible area of assignment
- Team leadership and team building skills.
- Team leadership and/or supervisory experience over technical/professional personnel.

Term of Employment:

Twelve (12) months.

Salary Level:

Grade 207A

Work Environment:

The position generally works in an office environment with occasional travel to meetings.

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Physical Requirements:

Strength: Sedentary/moderate– Exert force to 20 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Coordinator, Cybersecurity and Data Privacy

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____