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| JOB TITLE: | EXECUTIVE ADMINISTRATOR OF INFORMATION SECURITY & CYBER GRC |
| DIVISION | TECHNOLOGY |
| SALARY SCHEDULE/GRADE: | II GRADE 14 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8428 |
| BARGAINING UNIT: | CLAS |

REVISED:        Submitted:

01/18/2025     12/17/2024

## SCOPE OF RESPONSIBILITIES

Directs and oversees the day-to-day operations of the District's Information Security & Cyber GRC unit that includes Cybersecurity operations, data governance, digital privacy, and physical security support. Assumes overall responsibility for planning and implementing new cyber systems, evaluating advances in information security, and developing managerial and technical abilities in the staff; acts as the chief contact between the District's Information Security and those outside the unit. Leads the development, implementation, and sustainability of a comprehensive information security program to protect the district's sensitive data, including student information, financial records, and intellectual property.

## PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Work closely with Engineering & Operations leaders and other Technology staff to integrate security into the district's technology infrastructure

Works closely with the District's stakeholders and provides leadership in the planning and development of the District's short-term and long-term information security capabilities based on annual and long-range goals of the Technology Division which are recommended by the Superintendent and approved by the Board of Education

Formulates and recommends Cyber GRC policies and programs that guide the organization in maintaining and improving security posture; works closely with the Chief Information Officer to draft District technology standards to promote and sustain security

Drives business continuity planning and implementation by initiating Business Impact Analyses and aligning those with disaster recovery efforts

Oversee the implementation and maintenance of security tools and technologies, such as firewalls, intrusion detection systems, and data loss prevention solutions to ensure the security of the district's network, systems, and applications

Establishes cybersecurity project priorities and reviews, analyzes, and approves the department's operational and project budgets

Champion and oversee the development of cybersecurity training programs for the district

Works closely with the Kentucky Department of Education (KDE) to ensure the District's technology infrastructure remains compliant with the KDE guidelines and mandates

Stay abreast of relevant federal and state regulations, such as FERPA, COPPA, and HIPAA; develop and implement compliance programs to meet regulatory requirements

Identifies technology trends and provides leadership in the evaluation and selection of the District's technology equipment and software systems as well as assess the risks that may impede the business

Oversee physical security support and badging operations to help improve safety for the district

Supervises recruitment, training, retention, and organization of staff in accordance with the District's hiring and personnel policies

Establishes standards of performance and monitors conformance for staff (through performance reviews) and cybersecurity vendors (through service level agreements)

| Shares knowledge, mentors, and educates staff and management with regard to the District's cybersecurity opportunities and challenges |
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| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |
| Regular, predictable performance is required for all performance responsibilities |
| This position requires collaboration, customer support, and team interaction |

## PHYSICAL DEMANDS

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

## MINIMUM QUALIFICATIONS

| Master's Degree |
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| Five (5) years of successful administrative experience directing large-scale information technology division, with seven (7) years total information technology experience |
| Demonstrated ability to develop short and long-range plans and to complete these plans as scheduled |
| Effective communication skills |

## DESIRABLE QUALIFICATIONS

| Prior experience with school-related technology |
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| Experience with instructional technology and school district information technology |
| Experience in a diverse workplace |