**Roles and Responsibilities of School Critical Staff for Cybersecurity**

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| **Superintendent (Confers with Principals and School Board)** | Administers the schools in conformity with the adopted policies of the Board of Education and the rules and regulations of the State Department of Education and in accordance with the Ohio Law.  Major cybersecurity tasks are:   |  |  | | --- | --- | | ID.GV-4 | Governance and risk management processes address cybersecurity risks | | ID.RA-4 | Potential business impacts and likelihoods are identified | | PR.AT-4 | Senior executives understand their roles and responsibilities | | PR.IP-2 | A System Development Life Cycle to manage systems is implemented | | RC.CO-3 | Recovery activities are communicated to internal and external stakeholders as well as executive and management teams | | ID.RM-1 | Risk management processes are established, managed, and agreed to by organizational stakeholders | | ID.RM-2 | Organizational risk tolerance is determined and clearly expressed | | ID.RM-3 | The organization’s determination of risk tolerance is informed by its role in critical infrastructure and sector specific risk analysis | |
| **Treasurer** | School treasurers are entrusted with protecting the fiscal health of the district. To perform these roles and responsibilities, they must execute their duties with the utmost conscientiousness, collaboration, and ethical behavior; additionally, they must possess an extensive set of skills and knowledge. Treasurers exhibit the dispositions of effective leadership through collaboration. Treasurers lead by demonstrating and nurturing high levels of trust based on their competence, integrity, ethics, and high expectations.  Major cybersecurity tasks are:   |  |  | | --- | --- | | PR.AT-4 | Senior executives understand their roles and responsibilities | | PR.IP-2 | A System Development Life Cycle to manage systems is implemented | |
| **Communications Director** | Communications directors are public relations professionals who control information between an organization and its customers. They not only manage a team to provide timely responses but also oversee the organization's marketing strategy.  Major cybersecurity tasks are:   |  |  | | --- | --- | | PR.AT-4 | Senior executives understand their roles and responsibilities | | RC.CO-1 | Public relations are managed | | RC.CO-2 | Reputation is repaired after an incident | |
| **Procurement Director** | Procurement Directors are responsible for ensuring the efficiency and cost-effectiveness of the purchasing process within the organization. This involves setting purchasing policies, managing purchasing budgets, and overall management of purchasing processes.  Major cybersecurity tasks are:   |  |  | | --- | --- | | ID.AM-6 | Cybersecurity roles and responsibilities for the entire workforce and third-party stakeholders (e.g., suppliers, customers, partners) are established | | ID.GV-2 | Cybersecurity roles and responsibilities are coordinated and aligned with internal roles and external partners | | ID.SC-1 | Cyber supply chain risk management processes are identified, established, assessed, managed, and agreed to by organizational stakeholders | | ID.SC-2 | Suppliers and third party partners of information systems, components, and services are identified, prioritized, and assessed using a cyber supply chain risk assessment process | | ID.SC-3 | Contracts with suppliers and third-party partners are used to implement appropriate measures designed to meet the objectives of an organization’s cybersecurity program and Cyber Supply Chain Risk Management Plan. | | ID.SC-4 | Suppliers and third-party partners are routinely assessed using audits, test results, or other forms of evaluations to confirm they are meeting their contractual obligations. | | ID.SC-5 | Response and recovery planning and testing are conducted with suppliers and third-party providers | | PR.AT-3 | Third-party stakeholders (e.g., suppliers, customers, partners) understand their roles and responsibilities | | PR.AT-4 | Senior executives understand their roles and responsibilities | |
| **HR Director** | Recommend and implement legally sound and effective human resource management programs, policies, and practices. Promote positive public relations between the school district and community. Prepare and provide information to the public about the activities, goals, and policies of the school district.  Major cybersecurity tasks are:   |  |  | | --- | --- | | PR.IP-11 | Cybersecurity is included in human resources practices (e.g., deprovisioning, personnel screening) | | PR.AC-1 | Identities and credentials are issued, managed, verified, revoked, and audited for authorized devices, users, and processes | | PR.AC-6 | Identities are proofed and bound to credentials and asserted in interactions | | PR.AT-1 | All users are informed and trained | | PR.AT-4 | Senior executives understand their roles and responsibilities | |
| **Legal Counsel** | Legal counsel is to provide legal advice or guidance to someone on specific subject matter. Counsel is also a lawyer giving advice about a legal matter and representing clients in court.   |  |  | | --- | --- | | ID.GV-3 | Legal and regulatory requirements regarding cybersecurity, including privacy and civil liberties obligations, are understood, and managed | | ID.SC-3 | Contracts with suppliers and third-party partners are used to implement appropriate measures designed to meet the objectives of an organization’s cybersecurity program and Cyber Supply Chain Risk Management Plan. | | PR.AT-4 | Senior executives understand their roles and responsibilities | |
| **Web Designer** | Web designers plan, create and code internet sites and web pages, many of which combine text with sounds, pictures, graphics, and video clips. A web designer is responsible for creating the design and layout of a website or web pages.   |  |  | | --- | --- | | PR.DS-7 | The development and testing environment(s) are separate from the production environment | | PR.AT-4 | Senior executives understand their roles and responsibilities | |
| **Facility Manager** | A Facilities Manager ensures a building's services meet workers' needs. For example, they inspect and repair electrical, plumbing, or janitorial problems. In addition, they are responsible for collecting data and analyzing it to adjust to current processes and plans.   |  |  | | --- | --- | | PR.AT-4 | Senior executives understand their roles and responsibilities | | PR.AT-5 | Physical and cybersecurity personnel understand their roles and responsibilities | |
| **Local Police** | The Forensic Analyst utilizes a variety of technical and scientific skills to identify and analyze physical and trace evidence collected at crime scenes as part of a criminal investigation.   |  |  | | --- | --- | | RS.AN-3 | Forensics are performed | |
| **Technology Director** | Provide leadership in identifying, assessing, and managing technology needs for the school system to the Superintendent and other stakeholders. Direct, coordinate, supervise, facilitate, or perform all tasks and elements needed to effect comprehensive integration of appropriate technology into every facet of district operations. Contribute to the infusion of education technology into classrooms, libraries/media centers, and district offices by providing highly motivating, full‐time professional leadership in all areas of technology planning and technology resource management.  **Is responsible for all other NIST data security controls.** |