

Job Title:	<b>Director, Information Governance, Risk/Compliance &amp; Business Applications</b>	Job Code:	<b>090537</b>
Job Family:	<b>Non-Certified</b>	FLSA Status:	<b>Exempt</b>
Pay Program:	<b>Administrative</b>	Pay Range:	<b>L18</b>
Typical Work Year:	<b>12 months</b>		

**SUMMARY:** Responsible for strategy and execution of key data initiatives, primarily in the areas of governance and compliance. This position uses data analytics to improve classroom instruction and academic outcomes. Collaborates with district leadership to measurably reduce risk and ensure data quality in areas including state and federal reporting, student safety, student discipline, district revenue, public relations, and legal and policy compliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
<p><b>1. Business Applications Management:</b> managing and maintaining the organizations' business applications to ensure their smooth operation and availability.</p> <ul style="list-style-type: none"> <li>● Monitor the performance of business applications, troubleshoot issues, and implement corrective actions when necessary.</li> <li>● Manage the business applications lifecycle, including upgrades, patches, and maintenance, to ensure that the applications remain up to date and secure.</li> <li>● Ensure that business applications comply with regulatory and legal requirements, such as data privacy and security regulations.</li> <li>● Develop and maintain disaster recovery plans and procedures to ensure business continuity in the event of an application failure or disruption.</li> </ul>	D	25%
<p><b>2. Information Governance:</b> Define policies and procedures for managing information, ensuring data quality, and complying with legal and regulatory requirements.</p> <ul style="list-style-type: none"> <li>● Drive implementation of information governance best practices, tools and associated processes across the enterprise.</li> <li>● Develops and implements standards, procedures and controls for achieving and sustaining high levels of data quality across key transactional and analytical data systems, both cloud and on-premises, as part of a comprehensive data governance program.</li> <li>● Develops and implements a plan for process improvement around state reporting, data governance and student data privacy, that takes into account the current state and defines a future state in concert with key district leaders, stakeholders, consultants and auditors.</li> <li>● Collaborates with department and district leadership to oversee the data governance program, including training for district and school staff who work with enterprise data systems, as well as updates to relevant job descriptions to ensure program compliance.</li> <li>● Responsible for measurably improving the compliance posture for historical, analytical and transactional data relative to policy and law in the area of Records Management.</li> <li>● Ensure records are controlled and managed in a compliant manner throughout their life cycle including storage and archiving, and that the record management system meets company procedures, regulatory requirements and industry standards.</li> </ul>	D	25%
<p><b>3. Risk Management:</b> Identify and assess risks associated with the use of technology and implement controls to minimize their impact.</p> <ul style="list-style-type: none"> <li>● Implements security controls, risk assessment framework, and program that align to regulatory requirements, ensuring documented and sustainable compliance that aligns with district priorities.</li> <li>● Evaluates risks and develops security standards, procedures, and controls to manage risks. Improves the district's security positioning through process improvement, policy, automation, and the continuous evolution of capabilities.</li> </ul>	D	25%

<ul style="list-style-type: none"> <li>● Implements processes, such as GRC (governance, risk and compliance), to automate (where feasible) and continuously monitor information security controls, exceptions, risks, testing. Develops GRC reporting metrics, dashboards, and evidence artifacts.</li> <li>● Manage technology-based systems that enhance information security assessments, facilitate efficient and meaningful analyses of data to evaluate compliance, and engage in requisite mitigation or remediation of risks to the organization</li> <li>● Provides support to all stakeholders on security controls covering internal assessments, regulations, and protecting Personally Identifying Information (PII) data..</li> <li>● Incident Response: responsible for developing and implementing processes for responding to and mitigating technology and data-related incidents (ransomware, etc.)</li> <li>● Business Continuity</li> <li>● Training and awareness: responsible for providing training and raising awareness of information security, data privacy, and compliance-related issues to employees and stakeholders.</li> </ul>		
<p><b>4. Compliance:</b> ensuring that the organization adheres to applicable laws, regulations, and industry standards related to technology and information management.</p> <ul style="list-style-type: none"> <li>● Lead efforts in support of State and Federal reporting for all of the major funded and non-funded district data collections coordinated by IT. Directs the work of IT staff and their collaboration with non-IT stakeholders and partners across various divisions and schools. Ensures that non-IT stakeholders who are program owners, funding recipients, compliance owners and/or subject matter experts are highly engaged and accountable for the work throughout the data life-cycle. Ensures engagement during the crucial pre-submission stages, and the post-submission audits.</li> <li>● Coordinate the annual Student October submission to the CDE with all district schools, charters and applicable departments to ensure a consistent, efficient and accurate reporting process.</li> <li>● Ensures that all district-wide state and federal reporting and data governance work keeps up with changes in rules and regulations from CDE and other regulatory authorities at the state and federal levels.</li> <li>● Leads the district-wide work in student data privacy compliance in collaboration with department and district leadership involved in Information Assurance and Online Student Safety initiatives. Collaborates with District Communications and Learning Services to develop and update public and staff-facing content, to comply with state and federal laws and policies. Lead continuous improvement efforts as it relates to student data privacy.</li> <li>● Auditing: conducting audits to ensure that technology systems and processes are in compliance with policies and regulations. Establishes a functional Cybersecurity audit management process utilizing widely accepted standards frameworks (NIST CSF, ISO 27001)</li> <li>● Documents and reports control failures and gaps to stakeholders. Provides remediation guidance and prepares management reports to track remediation activities.</li> </ul>	D	24%
<p><b>5.</b> Perform other duties as assigned.</p>	Ongoing	1%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Education, Data Science, Information Systems, or other related areas required.
- Master’s degree in Education, Data Science, or Information Systems is preferred.
- Expertise in risk management techniques, information security, and privacy frameworks.
- Ten (10) or more years of experience in security, and/or general IT operational settings.
- Seven (7) or more years of experience in security audit, compliance, and third-party risk management.
- Exceptional knowledge of InfoSec governance practices including risk, audit, policy and standard development, metrics development, and education and training
- Minimum five (5) years of experience in education leadership.
- Minimum five (5) years of experience in K-12 software systems projects.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Subject Matter Expertise in K-12 administrative data systems, student information systems and business processes.
- Demonstrated history of advanced customer service, communication and interpersonal skills.

- Upper management or senior staff experience with regards to software development or related services.
- Demonstrated history of leadership with multi-million dollar, customer facing projects and systems spanning the entire enterprise.
- Advanced knowledge of industry best practices relative to IT management including methodologies, frameworks and standards such as ITIL, ISO 9000, Six Sigma, etc.
- Advanced expertise in IT Project Management and enterprise technology implementation.
- Ability to promote and follow Board of Education policies, Board Policies, School and Department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Office productivity applications, Student Information Systems, Enterprise applications, and other IT applications.
- Specialized project management, diagramming and software: Viso, SmartSheet and Web tools.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Chief Information Technology Officer	060301

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	PeopleSoft Contractors	Varies	NA
	ERP Systems Analyst, Sr.	3	090526
	Records Manager	1	70505

- Supervisory responsibilities include hiring, disciplining, directing work, assigning work, training, evaluating employees and assisting with terminations.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Participate in and provide recommendations regarding developing and administering the department budget and initiating requisitions.
- Responsibilities also include authorizing resources in department budgets, approving purchases and resources in budgets, and evaluating and providing input with other managers regarding large district information technology budgets.
- Responsible for developing and managing software/application side of the IT budget for the entire district.
- Vendor Management: evaluating and selecting technology vendors and managing vendor relationships to ensure that technology solutions meet the organization's needs and requirements.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation		X		
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	