Adams12 Five Star Schools

Job Description
Prepared/Revised: **May 2026**

Job Title:	**InfoSecurity GRC Engineer I**	Job Code:	**260604**
Job Family:	**IT Administrative**	FLSA Status:	**Ex- C**
Pay Program:	**Administrative**	Pay Range:	**L04**
Typical Work Year:	**12 months**		

SUMMARY: The InfoSecurity GRC (Governance, Risk, Compliance) Engineer I ensures the cybersecurity and data privacy posture of the District by performing security and privacy assessments on requested technology, including software, hardware, Chrome extensions, and administrative IT-based systems. This role reviews technical requests to ensure compliance with FERPA, COPPA, and CIPA. They are responsible for conducting vulnerability scans during the technology assessment process, managing governance documentation, and supporting District data privacy.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. **Technology Risk Assessment:** Evaluate technology requests (software, hardware, and Chrome extensions) for security risks and privacy compliance.	D	30%
2. **Technical Auditing & Scanning:** Execute technical vulnerability scans and privacy audits against requested systems to identify risks before District implementation.	D	20%
3. **Remediation Management & Vendor Coordination:** Manage technology risk remediation efforts, working with vendors and IT teams to ensure requested systems meet District security standards.	D	15%
4. **User Awareness Implementation:** Assist or lead in the development and implementation of awareness programs to educate staff and students on data security, privacy, and District policies.	D	10%
5. **Reporting & Governance Documentation:** Generate technical reports on system vulnerabilities, threat landscapes, and technology risk profiles to maintain transparency in governance operations.	D	5%
6. **Daily Alarm Monitoring & Alert Triage:** Monitor daily security alarms, review system dashboards, and triage incoming automated alerts to identify potential risks or incidents for immediate resolution or escalation.	D	5%
7. **Ticket Management & Support Resolution**: Manage, resolve, or escalate routine technical support tickets related to information governance, risk assessments, privacy inquiries, and basic access controls.	D	5%
8. **Technical Auditing & Compliance:** Conduct technical compliance audits of District systems and monitor for security policy or privacy violations.	D	5%
9. Perform other duties as assigned.	D	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associates degree in Computer Science, Information Systems, or a related field (Two years of similar experience may substitute this education requirement).
- Zero to two years of experience in IT operations, auditing, or support

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Current certifications relevant to cybersecurity such as Security+, or other relevant certifications preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

Technology Risk Assessment and Third-Party Risk

- Fundamental understanding of FERPA, COPPA, CIPA, and other relevant privacy frameworks.
- Experience conducting initial security and privacy assessments on hardware and software.
- Ability to utilize technical vulnerability scanning tools and generate readable reports.
- Strong written and verbal communication skills for supporting end-users and providing business orientations.

Data Loss Prevention (DLP) and Monitoring

- Monitor Data Loss Prevention (DLP) tools and help respond to privacy concerns.
- Utilize key technologies such as SIEM and endpoint protection to identify policy violations.

Governance, Compliance, and Awareness

- Assist in the creation of user awareness materials to educate the District community on data security.
- Uphold strict confidentiality when dealing with sensitive information.
- Participate in the creation of Standards and Policies across all of the District.

General Administrative and Technical Skills and Abilities:

- Participate in on-call rotation responding to urgent issues during off hours.
- Communicate effectively with both technical and non-technical personnel to coordinate activities and deliver clear technical solutions.
- Work collaboratively with diverse groups, fostering an inclusive environment that respects differences in culture and background.
- Uphold confidentiality across all job functions, particularly when dealing with sensitive information.
- Stay informed of District policies, standards, and training related to data quality, privacy, and cybersecurity, ensuring compliance with relevant guidelines for student and staff data.
- Adhere to Board of Education and Superintendent Policies, as well as department and building procedures.
- Recognize workplace safety as a priority, following safety protocols, using appropriate safety equipment, and reporting unsafe conditions to supervisors.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Information Security Manager	130903

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental 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 accommodation 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 or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

VISION DEMANDS:	Required
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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	