
Job Title	Director Information Technology Security	Job Title Code	115753
Reports to	Assistant Superintendent	Wage/Hour Status	Exempt
Dept/School	Information Technology	Pay Grade	509
		Date Revised	March 26, 2026

Primary Purpose

Responsible for developing and maintaining the District's information security program in identifying, evaluating, and reporting on information security risks in a manner that meets compliance and regulatory requirements, and align with and support the improvement of the security posture of the District.

Education/Certification

- Bachelor's Degree in Computer Science or related field
- Valid Texas Driver's License

Special Knowledge/Skills

- Expert knowledge of cybersecurity architecture, including design, implementation, and support of secure enterprise systems across network, voice, video, and hybrid (on premises/cloud) environments
- Extensive experience in cybersecurity operations, including incident response, threat analysis, and digital forensics
- Strong understanding and application of information security frameworks and standards (e.g., ISO/IEC 27001, NIST, COBIT, ITIL)
- Proven ability to research, evaluate, and recommend emerging technologies and security solutions.
- Knowledge of applicable legal and regulatory requirements (e.g., FERPA, CIPA, PCI-DSS) and ability to ensure compliance
- Demonstrate ability to collaborate with staff to implement and enforce information security policies, standards, and best practices
- High level of integrity, professionalism, and sound judgment in handling confidential and sensitive information

Experience

- Three (3) years of related experience (preferred)
OR
- Seven (7) years of mid-to-senior level experience working in the Information Technology field with emphasis on Information Security and Network Administration

Major Responsibilities and Duties

1. Provide strategic leadership, vision, and long-range planning for the District's information security program, including network (LAN/WAN), wireless, voice, and data security.
2. Oversee the design, implementation, and management of secure IT infrastructure, including systems, networks, and data center security.
3. Direct disaster recovery and business continuity planning, including development, testing, and coordination across departments.
4. Evaluate and continuously improve systems, processes, and data flows to ensure alignment with cybersecurity best practices and regulatory requirements.
5. Lead cybersecurity operations, including threat monitoring, incident response, risk management, and digital forensics investigations.
6. Collaborate with district leadership and external agencies, including law enforcement, to support investigations and maintain a strong security posture.
7. Recommend and oversee upgrades, enhancements, and replacement of hardware, software, and security technologies.

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8. Lead research, analysis, and implementation of emerging technologies and serve as project lead for large-scale IT and security initiatives.
9. Provide documentation, guidance, and communication to staff to promote secure and effective use of technology systems.
10. Manage cybersecurity-related budgets, resources, and programs to support district objectives.
11. Develop, implement, and enforce information security policies, standards, procedures, and performance metrics.
12. Ensure compliance with applicable laws, regulations, and reporting requirements; prepares and delivers required reports.
13. Maintain strict confidentiality of sensitive information and models high standards of ethical and professional conduct.
14. Support the goals and objectives of the district and comply with district policy.
15. Promote awareness of district technology initiatives and supports stakeholder engagement and communication efforts.
16. Perform any other duties as assigned.

Supervisory Responsibilities

Supervise Assigned Personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress. Frequent use of computer; frequent district-wide travel; work with frequent interruptions; occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred



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to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.