

JOB DESCRIPTION

Job Title	Assistant Superintendent Information Security & Technology	Job Title Code	106036
Reports to	Deputy Superintendent Academics	Wage/Hour Status	Exempt
Dept/School	Information Technology	Pay Grade	110
		Date Revised	January 13, 2025

Primary Purpose

Provide vision and leadership in the planning, development, implementation, and maintenance of information technology initiatives. Responsible for establishing and maintaining the district-wide information security management program and ensure information assets are adequately protected. Responsible for identifying, evaluating, and reporting on information security risks in a manner that meets compliance and regulatory requirements and aligns with and supports the risk posture of the district. Proactively work with departments and campuses to implement practices that meet defined policies and standards for information security. Oversee a variety of IT-related risk management activities.

Education/Certification

- Bachelor's Degree in Computer Science or related field with a minimum of five (5) years' experience in the management of an Information Security or IT related team.
- Valid Professional Security Management Certification, such as a Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), Certified Information Systems Auditor (CISA) or other similar credentials preferred

Special Knowledge/Skills

- Knowledge and understanding of relevant legal and regulatory requirements, such as Sarbanes-Oxley Act (SOX), Health Insurance Portability and Accountability Act (HIPAA), Family Education Rights and Privacy Act (FERPA), Children's Internet Protection Act (CIPA) and Payment Card Industry/Data Security Standard
- Working knowledge of information security technologies and common information security management frameworks, such as ISO/IEC 27001, ITIL, COBIT and NIST
- Ability to communicate security concepts to technical and nontechnical audiences
- Ability to lead and motivate cross-functional, interdisciplinary teams to achieve tactical and strategic goals
- Ability to manage multiple projects/timelines and meet overall objectives in a demanding, dynamic environment
- Skill in project/financial/budget management, and scheduling/ resource management
- Effective visionary leadership and analytical/critical thinking/problem-solving skills
- Sound business and school management skills
- Excellent written and verbal communication, and interpersonal/collaborative skills
- High level of personal integrity and ability to professionally handle confidential matters, and show appropriate level of judgment and maturity
- High degree of initiative, dependability, and ability to work with limited supervision

Experience

- Five (5) years related experience to include contract and vendor negotiations
- Three (3) years supervisory experience

Major Responsibilities and Duties

1. Develop, implement, and monitor a strategic, comprehensive enterprise information security and IT risk management program to ensure integrity, confidentiality and availability of information owned, controlled, or processed by the district.

JOB DESCRIPTION

2. Facilitate information security governance through the implementation of a hierarchical governance program, including the formation of an information security steering committee.
3. Develop, maintain and publish up-to-date information security policies, standards and guidelines; oversee the approval, training, and dissemination of security policies and practices.
4. Create, communicate, and implement a risk-based process for vendor risk management, including the assessment and treatment for risks that may result from partners, consultants, and other service providers.
5. Create and manage information security and risk management awareness training programs for all employees, contractors, and approved system users.
6. Work directly with departments and campuses to facilitate IT risk assessment and risk management processes, and work with stakeholders throughout the district on identifying acceptable levels of residual risk.
7. Provide regular reporting on the status of the information security program to District leadership and the Board of Trustees as part of a strategic Enterprise Risk Management Program.
8. Creates a framework for roles and responsibilities regarding information ownership, classification, accountability, protection, and disposal.
9. Develop and enhance an information security management framework based on the following: International Organization for Standardization (ISO) 2700X, ITIL, COBIT/Risk IT and National Institute of Standards and Technology (NIST).
10. Provide strategic risk guidance for IT projects, including the evaluation and recommendation of technical controls.
11. Liaise with the support and infrastructure teams to ensure alignment between the security and enterprise architectures, thus coordinating the strategic planning implicit in these architectures.
12. Working with the department's leadership, coordinate information security and risk management projects with resources from the IT organization and departmental teams.
13. Ensure compliance with security programs with relevant laws, regulations, and policies to minimize or eliminate risk and audit findings.
14. Liaise among the audit, legal and human resources management teams as required.
15. Define and facilitate the information security risk assessment process in concert with the CIO and Internal Audit department, including the reporting and oversight of treatment efforts to address negative findings.
16. Manage security incidents and events to protect District IT assets, including intellectual property, regulated data, and the district's reputation.
17. Monitor the external threat environment for emerging threats and advise potentially affected parties on the appropriate courses of action.
18. Consult with external agencies, such as law enforcement and other advisory bodies as necessary, to ensure the district maintains a strong security posture.
19. Develop and oversee effective disaster recovery policies and standards to align with EPISD's business continuity management goals; develop implementation plans and procedures to ensure business-critical services are recovered in the event of a security event.
20. Facilitate a metrics and reporting framework to measure efficiency/effectiveness of security initiatives, facilitate appropriate resource allocation, and increase the maturity of security.
21. Understand and interact with related disciplines to ensure consistent application of policies and standards across the technology projects, systems, and services: including, but not limited to, privacy, risk management, compliance, and business continuity management.
22. Champion technology innovation for student learning and district readiness.
23. Collaborate with the IST Program Management Office to forecast and formulate the annual refresh budget of the 1:1 student device district initiative program.
24. Provide ongoing technical support, maintenance, and operations for the 1:1 student device program.

JOB DESCRIPTION

Policy, Reports and Law

25. Ensure compliance with federal, state, and local program mandates required of the District for assigned program areas.
26. Maintain current knowledge and understanding of Board policies and administrative regulations.
27. Implement policies established by federal and state law, and local Board policy.
28. Recommend to the Superintendent specific policies, procedures, plans, and programs for attaining operating objectives, and assist in resolving major problems.

Personnel Management

29. Supervise assigned personnel, conduct performance appraisals, and make recommendations for appropriate employment action.
30. Ensure that staff members are well informed on district matters, as well as department policies.
31. Support professional growth and development for staff.
32. Promote an organizational climate that results in positive staff morale, transparency, and achievement of the mission of the district.

Communication and Community Relations

33. Provide optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.
34. Foster positive relationships with other departments/divisions to facilitate achievement of the District's mission.
35. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.
36. Communicate with the Board in accordance with guidelines established by the Superintendent.

Professional Growth

37. Improve leadership skills through professional development activities and impart knowledge with other professionals.
38. Participate in professional development activities on a continuing basis.

Supervisory Responsibilities

Supervise assigned personnel

Tools

Standard Office Equipment including personal computer and peripherals

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Frequent districtwide travel; occasional statewide travel
- Work with frequent interruptions; occasional statewide travel, frequent prolonged working hours.

Terms of Employment

226 days; salary to be established by 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: _____



EL PASO
INDEPENDENT
SCHOOL DISTRICT

JOB DESCRIPTION

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 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.