

DATA PRIVACY AND SECURITY COORDINATOR  
(BOCES # 2)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Manager – Regional Information Center for Southern Westchester BOCES, an incumbent of this class is responsible for development and support of initiatives that are critical to the protection and security of data and systems for the Lower Hudson Regional Information Center (LHRIC) and for the districts served by the LHRIC. The incumbent also provides training and support services to Data Protection Officers from participating school districts. The incumbent ensures the safekeeping and protection of data systems from illegal, intentional or unauthorized disclosure, use, modification or destruction in order to protect the privacy rights of students and their families by working closely with Southern Westchester BOCES and LHRIC managers, senior school administrators, designated Data Protection Officers and other organizational leaders associated with data privacy and security. Supervision is exercised over staff assigned to the Data Privacy and Security team which includes a Technology Support Specialist and a Contract Examiner. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops enhancements and designs new service components following New York State Department of Education (NYSED) regulations, the National Institute of Standards and Technology (NIST) Cyber Security Framework and best practices;

Reviews and approves, prior to release, data and/or data systems that may include sensitive information to ensure compliance with organizational policies and guidelines;

Keeps abreast of increasing cybersecurity threat landscape and develops resources to address these issues;

Consults with school districts on their data privacy and security needs and develops resources and service enhancements to address those needs;

Evaluates data privacy and security programs using data and metrics aligned to priorities and initiatives including Incident Response Plans, Disaster Recovery/Business Continuity Plans; and Data Privacy Inventory;

Works with staff of various departments within the Regional Information Center to ensure the safeguarding of protected data;

Plans, organizes and directs operations, and supervises staff of the Data Privacy and Security team;

Develops and provides training and awareness presentations on privacy best practices and legal compliance for designated Data Protection Officers, senior school administrators and other organizational leaders associated with data privacy and security;

Serves as a regional resource to component school districts regarding New York State Education Law 2d and related New York State Department of Education (NYSED) regulations;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Provides guidance to school districts on how to achieve their goals while protecting data privacy and security;

Assists school districts with review of Board of Education policies related to information technology, data privacy and security;

Represents Lower Hudson Regional Information Center on the statewide Data Privacy and Security Service team and serves on planning committee for statewide Data Protection Officer conference;

Provides input on annual budget and monthly profit and loss reviews with supervisor;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of current principles, practices and procedures of developing and implementing an information security and data privacy program; good knowledge of New York State Education Law 2-d, Part 121 regulations; good knowledge of relevant state and federal student privacy laws including, but not limited to, Family Educational Rights and Privacy Act (FERPA), and Children's Online Privacy Protection Act (COPPA); good knowledge of training methods in staff development; ability to prepare written materials and reports; ability to effectively plan and organize work; ability to work collaboratively with staff at all levels of the organization; ability to work collaboratively with school districts and statewide Regional Information Center staff; ability to provide guidance that furthers the business needs of the organization; ability to analyze and evaluate privacy and security data; ability to express oneself clearly both orally and in writing; ability to speak effectively before groups and clearly present information; ability to conduct organized workshops and training sessions to an audience; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; initiative; resourcefulness; tact; and physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Associate's Degree\* and five (5) years of work experience that involved reviewing, evaluating, implementing and assuring compliance with information technology security programs and procedures; or (b) Bachelor's Degree\* and three (3) years of work experience as described in (a) above.

SUBSTITUTION: Bachelor's Degree\* in Computer Science, Information Technology, Cyber Security or closely related field will substitute for one (1) year of the work experience described above.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.