



## **Coordinator of Student Data Privacy**

### **Purpose Statement**

The job of Coordinator of Student Data Privacy is done for the purpose/s of managing student data in accordance with Utah state law, Utah State Board of Education ( USBE), and Provo City School District policies and procedures; coordinating with the Student Data Privacy Committee, Business Administrator, Assessment Director, and other District leaders to work with vendors and third party providers to review and approve contracts and requests for access to student data; educate, train, and communicate with district staff to ensure protection of PII and other relevant changes to laws and procedures.

This job reports to Asst. Superintendent of Student Services and Business Administrator

### **Essential Functions**

- Collaborates with Human Resources department when needed for the purpose of assisting with investigations related to violations of student data privacy by district employees.
- Collaborates with USBE officials and district leadership through regular communication and attendance at USBE trainings for the purpose of staying current with applicable Utah State law and USBE policies related to student data privacy.
- Communicates regularly and effectively with all district staff for the purpose of reviewing what is considered to be acceptable use and best practice for approved software and computer applications.
- Coordinates regularly with District Technology Director to create safeguards within technology systems for the purpose of ensuring that staff are not using resources in violation of student data privacy and PII standards.
- Coordinates with Business Administrator, Technology Director, Assessment Director, and other district leadership for the purpose of developing contracts and agreements with third party vendors and providers that ensure compliance with established laws related to Personally Identifiable Information and student data.
- Develops annual and periodic training materials and resources related to student data privacy (e.g. faculty meeting presentations, annual online trainings, administrator presentations, etc.) for the purpose of meeting annual training requirements.
- Develops a student data transfer procedure of student information (e.g. elementary to middle school to high school, or transferring out of PCSD, etc.) for the purpose of ensuring compliance with proper standards and USBE expectations.
- Evaluates appeals for student data from outside research requests and works with USBE Data Privacy Officials to prepare reports and/or recommendations to the Student Data Privacy Committee for the purpose of following proper procedures and gathering relevant information.
- Implements all necessary safeguards and requirements of Government Records Access and Management Act (GRAMA) requests related to student records and PII for the purpose of compliance with applicable laws and policies.
- Maintains a database of approved programs, applications, apps, and other resources that is accessible to all staff for the purpose of clearly identifying approved resources within the district.
- Performs other duties as assigned for the purpose of assisting the overall mission of the school district.

- Reviews and evaluates all requests to purchase educational software and computer applications for the purpose of ensuring compliance with all data privacy requirements.
- Serves as official Data Records Manager of the school district for the purpose of monitoring and ensuring compliance with all applicable laws and policies.
- Serves as member of Student Data Privacy Committee for the purpose of collaborating with district staff to develop and maintain a student data privacy plan and carry out direction given by the committee.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: Exceptional communication skills.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Knowledge of Utah's Student Data Privacy Standards.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: .

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing:**

N/A

**Certificates and Licenses**

Utah Administrative Credential

**Continuing Educ. / Training:**

Maintain Certificates and/or Licenses

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

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