



May 2, 2025

## **POSITION OPENING: Privacy Officer**

### **IN THIS ROLE:**

Step into a high-impact leadership role as a Privacy Officer with Oakland Schools!

You'll be at the forefront of safeguarding sensitive data and driving the organization's privacy program in full compliance with federal and state laws, regulations, and policies. You'll play a key role in shaping the organization's enterprise-wide information management strategy and advancing its AI strategy and governance model. You'll ensure alignment with all legal requirements while championing best practices and serving as a trusted consultant to Technology Services - Field Services and support school districts and public school academies across Oakland County.

Your expertise will be essential in fostering a strong, proactive privacy and security culture across the organization!

### **WHAT WE NEED:**

#### **Privacy**

- Serves in a leadership role responsible for overseeing and implementing the organization's privacy program, establishing the governance model, and formulating the strategy for implementation.
- Assists in developing legally compliant privacy and security-related policies, administrative rules, and procedures.
- Works with all departments to ensure compliance with privacy regulations, policies, and best practices.
- In collaboration with the Chief Technology and Information Officer and Executive Director of Legal Affairs, assists in administering the organization's incident response plan and security incidents, ensuring effective application of information security procedures.
- Develops vendor risk assessment process and conducts assessments. Assists in reviewing procurement documents, various agreements, and forms, ensuring the organization maintains appropriate privacy in compliance with federal and state laws and regulations and organization policies governing privacy and security.
- Conducts ongoing compliance monitoring activities, including regular audits and assessments to identify potential risks and gaps in data privacy practices and remediate identified issues.
- Establishes a protocol to review third-party software applications to ensure privacy compliance.
- Establishes and administers a process for investigating and acting on privacy complaints.
- Designs and delivers orientation and training on governance, privacy policies, best practices, legal requirements, identified risks, and fostering a culture of awareness. Conduct additional training for positions within high-risk categories.

- In collaboration with the Technology Shared Services team, serves as a consultant to the local school districts and public-school academies in Oakland County on privacy practices. Takes a leading role in fostering a data privacy and security culture throughout the organization.

### **Information Management:**

- Assists in developing and implementing enterprise-wide information management strategy and governance model, including determining how information will be created, managed, used, maintained, and stored.
- Supports developing and implementing the organization's AI strategy and governance model.
- Assists with AI risk assessments to identify potential privacy risks and engage in mitigation practices.

### **Records Management:**

- Oversees the administration of the organization's records management program, including physical and electronic record storage, retention, and destruction.

### **WHAT YOU NEED:**

- Bachelor's degree in public administration, business administration, information systems or other relevant field.
- Working knowledge and experience in state and federal information privacy laws, preferred.
- Five years of related work experience with organizational privacy and privacy compliance, information management, records management, and project management.
- We will provide the requisite training related to this position to the right candidate.

### **WORK LOCATION:**

Oakland Schools - Main Campus

2111 Pontiac Lake Rd

Waterford, MI 48328

### **SALARY DETAILS:**

\$85,658 - \$99,337 salary based on relevant prior work experience, with the potential to earn up to \$106,975 after employment with Oakland Schools.

Exempt position / 12-month work year.

### **WHY WORK FOR OS?**

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



### **Pension Plan**

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



### **Professional Learning**

OS provides various professional learning opportunities to advance your skill sets with education development.



### **Full Health Coverage**

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits



### **Flexible Vacation Time**

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



### **Wellbeing Program**

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



### **Other Perks**

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, additional life insurance, and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service.

## **WHO WE ARE:**

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

## **HOW TO APPLY:**

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply.

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

**POSITION DEADLINE:** Applications will be accepted until the position is filled.

**NOTE:** Candidates selected for consideration will be notified at least five business days in advance of their scheduled interview. Interviews will be conducted on an ongoing basis until the position is filled.

For questions regarding this position, please contact [recruiting@oakland.k12.mi.us](mailto:recruiting@oakland.k12.mi.us)

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or [HR@oakland.k12.mi.us](mailto:HR@oakland.k12.mi.us). Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or [Jacqueline.Zablocki@oakland.k12.mi.us](mailto:Jacqueline.Zablocki@oakland.k12.mi.us).

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.