

## **ROLE OF DIRECTOR OF INFORMATION TECHNOLOGY**

### **Background**

Guided by the District's vision, mission, motto, values and belief statements, and guiding principles, the Director of Information Technology will assist the Secretary-Treasurer in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

### **Procedures**

The Director of Information Technology is directly responsible and accountable to the Secretary-Treasurer.

The Director of Information Technology will have specific responsibilities for:

1. Student Learning
  - 1.1 Provides support for the effective use of technology to maximize twenty-first century student learning.
  - 1.2 Supports an education-centered approach to technology, to be developed and maintained throughout the District.
2. Student Wellness
  - 2.1 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
3. Technology Services Leadership
  - 3.1 Provides support on all matters related to District technology directions.
  - 3.2 Ensures that technical support maintains a focus on service.
  - 3.3 Manages contracted and alternative technology services.
  - 3.4 Provides support to ensure that ongoing technology infrastructure facilitates student learning in an inclusive environment according to the District goals.
  - 3.5 Keeps current with the latest technologies and support mechanisms.
4. Technology Services Management
  - 4.1 Monitors operation of the department and, in conjunction with Technology Services staff, makes any necessary changes that would improve and streamline the operation of the department.
  - 4.2 Works collaboratively to identify, recommend, develop, implement and support cost-effective technology solutions for all aspects of District operations.

- 4.3 Coordinates the day-to-day activities of the Technology Services department and ensures all work is carried out in a timely fashion.
- 4.4 Meets with sales representatives; coordinates evaluation of all new and existing equipment and supplies.
- 4.5 Manages assigned projects for the Technology Services department.
- 4.6 Provides technology and support for assistive technologies.
- 4.7 Maintains the District digital resource library.
- 4.8 Maintains a student information system.
- 4.9 Maintains paperless meeting software.
- 4.10 Coordinates the installation and support of video surveillance systems.
- 4.11 Supports printer and multifunctional fleet.
- 4.12 Supports school VoIP and intercom systems.
- 4.13 Maintains the ever-greening of all networks and data servers, including the provision for secure backups.

## 5. Human Resources Management

- 5.1 Manages Technology Services staffing, including recruitment, supervision, scheduling, development, evaluation and disciplinary actions.
- 5.2 Maintains a continual dialogue with Technology Services staff to ensure that good performance is recognized and that potential problem areas are identified and resolved.
- 5.3 In conjunction with school administrators, ensures that technology solutions, guidelines and standards are being effected.
- 5.4 Conducts meetings and discusses with Technology Services staff any proposed changes to Board policy or service delivery, or as the need arises.
- 5.5 Supports the professional development of District staff relative to the use of technology.
- 5.6 Coordinates and delivers the Local Area Network (LAN) Administrators' in-services.
- 5.7 Provides for the training and support of school administrators and teachers on educational or business technologies.

## 6. Fiscal Responsibility

- 6.1 Develops a departmental budget within the parameters and constraints of the District budget.
- 6.2 Updates the Learning and Technology Plan for the District annually, ensuring consideration of changing priorities.
- 6.3 Administers all contracts and service agreements for Technology Services.
- 6.4 Practices asset management for technology hardware, software and equipment.
- 6.5 Operates in a fiscally prudent and responsible manner.

## 7. Policy/Administrative Procedures

- 7.1 Recommends development or modification of Board policies or administrative procedures to the Secretary-Treasurer, within areas of responsibility.
- 7.2 Ensures application of Board policies and administrative procedures as required in the performance of duties.

## 8. Organizational Management

- 8.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal and Board mandates and timelines and adherence to Secretary Treasurer's directives.
- 8.2 Maintains on-call availability as required for technology system stability.
- 8.3 Handles emergencies and deals with crisis situations in a team-oriented fashion.

## 9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure open and transparent internal and external communications are developed and maintained in areas of responsibility.
- 9.2 Ensures staff and students have a high level of satisfaction with the services provided and with the responsiveness of the Technology Services department.
- 9.3 Liaises with the Ministry to align District technology plans with provincial initiatives.

## 10. Secretary-Treasurer Relations

- 10.1 Establishes and maintains positive, professional working relations with the Secretary-Treasurer.
- 10.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 10.3 Provides the information the Secretary-Treasurer requires to perform his role in an exemplary fashion.
- 10.4 Performs tasks as may be assigned by the Secretary-Treasurer.

## 11. Leadership Practices

- 11.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works in carrying out the Secretary-Treasurer's expectations.
- 11.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Sections 22, 65, 85 School Act

Adopted: May XX, 2019

Revised: