#91163   CCA

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS

POSITION TITLE: DIRECTOR, INFORMATION TECHNOLOGY

REPORTS TO: Superintendent/Chief Executive Officer

SUPERVISE: All Information Technology Staff

JOB SUMMARY: To establish Information Technology planning, set strategic direction and provide advice and counsel to the Board, Senior Administration and the Department with respect to all information technology matters in the Division.

KEY ACCOUNTABILITIES:

1. To develop short-term and long-range instructional technology budgets and plans and to set the overall systems architecture for the Division.

2. To participate in the process of allocating central funds to support and maintain technology infrastructure, software and hardware in schools.

3. To provide project management skills and expertise in the area of implementation of digital learning environments, and business operations technologies in school and divisional administrative offices.

4. To determine appropriate resources and to ensure that all classrooms and offices have the required hardware and software, and that these materials are maintained and upgraded as required.

5. To develop and coordinate the establishment and review of technology standards, policies and procedures as they relate to the implementation, maintenance and assessment of information technology programs and resources.

6. To coordinate training and support sessions for staff as required.

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7. To organize and supervise the Divisional wide-area network including the Divisional fibre network, wi-fi access points, firewall systems and core switches.

8. To develop and coordinate digital security practices, multi-factor authentication deployment and management, and information systems disaster recovery planning.

9. To develop and manage digital information storage plans, including Network Attached Storage, Student Information System data and administrative office programs and documents.

10. To participate in program evaluation by working collaboratively with school administrators and the Superintendent's department to determine need.

11. To manage and evaluate all hardware and software agreements including the tendering process, hardware and/or software maintenance agreements and licensing agreements, and the acquisition of Division-wide software licenses.

12. To act as the Division's technology liaison to staff, trustees and the community.

13. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Master's Degree in Information Technology or related discipline
- 10 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

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