ROLE OF DIRECTOR OF TECHNOLOGY

Background

Guided by the District's mission, vision, values and beliefs, our themes, goals and objectives, the Director of 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 Technology is directly responsible and accountable to the Secretary-Treasurer.

The Director of 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 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 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 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 staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.

5.2 Maintains a continual dialogue with Technology 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 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 related to Technology.

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 18, 2022
Reviewed   February 14, 2024
Revised: February 14, 2024