



qathet School District

Director of Information Technology (IT)

qathet School District is seeking a candidate for the position of Director of Information Technology (IT) effective the month of October, or a mutually agreeable date.

qathet School District employs approximately 400 staff and serves the educational needs of approximately 3000 students through elementary and secondary (Gr. 8-12) schools and other educational programs.

Located on the Sunshine Coast encompassing the City of Powell River and qathet Regional District, combining the natural beauty, amazing outdoor recreation opportunities associated with the Powell River lifestyle, and an exciting and fulfilling work environment, it is ideal for those pursuing a healthy balance both professionally and personally.

Position

Reporting to the Secretary-Treasurer, the Director of IT has overall responsibility for providing leadership, guidance, and support in all areas of digital resources including technology infrastructure, data management, security, software, procurement, communication, and the training and education of staff.

Specific Responsibilities

- Manages the District Technology team including coordination of work and training.
- Contributing to the development, refinement, and delivery of the District's technology plan and ensuring the alignment of technology investments with services to student learning.
- Supporting the collection and maintenance of student data using a designated ministry program (MyEd).
- Providing advice to School and Departmental leaders with respect to ministry data collection; education of staff, procurement and use of technology and educational software and applications.
- Overseeing procurement for infrastructure and equipment (e.g. servers, hardware, software, devices).
- Liaising and collaborating with external and third-party service providers to deliver Information Technology services to the District.
- Making recommendations on capital investments designed to address capacity challenges and improve efficiency.
- Ensuring all School District data is secure and follows all Ministry FOIPPA regulations.
- Dealing with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
- Managing the School District's technology budget to address capacity challenges and improve overall efficiency.

- Works with the communications team on the design, and overall supervision of the District website including advising and supporting schools with their websites.
- Assists with community forums and the District's use of community engagement tools, such as Office 365, Zoom, Facebook, and Thought Exchange.
- Able to react quickly and assess situations, work well with others, and communicate information as needed.

Desired Qualifications

- Post-secondary technical degree or diploma in Information Systems, Computer Sciences or educational technology from an accredited university or college.
- Proven leadership skills and a team approach to managing employees.
- Experience in data management; administration and analysis.
- The capability of assessing the current functioning of information systems of an organization and providing recommendations for improvements.
- Practical experience with computer networks, network administration and installation, devices, and device management.
- Knowledge of both Windows and Apple products and operating systems. Familiarity with Palo Alto firewalls, Outlook Exchange, Google, and VMWare.
- Excellent written and oral communication skills, together with advanced organizational and interpersonal abilities, including the ability to de-escalate staff concerns by leveraging empathy, logic, and superior soft skills.
- Works effectively in a team environment and able to balance several tasks while completing a variety of diverse projects in a timely manner.
- Have 8-10 years of general IT experience.
- Experience in the K-12 educational system or public sector unionized environment is preferred.
- Valid driver license and the ability to travel between school sites.

Application closing date: October 20, 2023, at 4:00 pm

Starting date: As soon as possible or a mutually agreeable date.

This is an exempt position with an annual base salary range of \$114,000 to \$121,000 and is complemented with a generous benefit package which includes health and welfare benefits and enrolment in the Municipal Pension Plan.

The successful applicant will be required to successfully complete a criminal record check.

Interested qualified applicants should submit a cover letter and resume which must include three professional supervisory references familiar with your professional performance. Please also include any supporting documents and transcripts.

Applications can be submitted to:

School District 47 (Powell River) - Human Resources

Via email - hr@sd47.bc.ca

For further information regarding this position, please contact Mr. Steve Hopkins at (604) 414-2604 or steve.hopkins@sd47.bc.ca.

We appreciate all interest in this position however, only those selected for further interviews will be contacted by the District.