Position/Title: Director Learning Technologies____   **Dept./School**: Learning Technologies

Pay Grade: _____

Reports to: _____Associate Superintendent, Supports for Students_____

Date: _February 2016_____

Incumbent: _____   **Supervisor:** _____

Function and Purpose of Position

The Director Learning Technologies (LT) provides leadership to Elk Island Public Schools (EIPS) in the areas of information systems and learning technologies. The Director is responsible for the leadership, development, and performance of the LT team. The Director will work with stakeholders to ensure EIPS needs are met with regard to information systems and learning technologies. Using an integrated, collaborative approach, the Director makes decisions that impact the use of technology for business and education purposes. The Director of LT plays a key role in the work completed by our teachers and understands how curriculum and assessment can empower students and teachers to be more effective inside and outside of the classroom.

Activity A: Leadership	40%

- Lead the collaboration between Learning Technologies, Supports for Students and other EIPS departments/schools to develop objectives, policies, and priorities related to LT
- Conduct research and make recommendations regarding administrative, organizational and operational technology solutions
- Lead and coordinate technology projects and initiatives with departments/schools
- Meet with departments/schools to ensure their technology needs and technological support is being met efficiently and effectively
- Explore ways to integrate LT into departments and classrooms
- Understand the workings of the classroom and support effective use of technology by students and teachers in and out of the classroom
- Facilitate training of staff on new technologies
- Provide a prime point of contact for the district with Alberta Education, Technology Leadership Branch

Activity B: Management and Accountability	10%

- Review, revise, recommend, implement, and monitor Administrative Procedures related to technology
- Lead the development and maintenance of procedure manuals for technology
- Responsible for the efficient operations of the LT department, including but not limited to budgeting, professional development, and team building

- Effective management of technology grants
- Negotiate external contracts for services related to technologies

Activity C:	Information Systems	25%

- Provide information and advice to senior administration and the Board on EIPS technology risk
- Ensure that EIPS information systems are secure and privacy and confidentiality are maintained
- Ensure the district's technological needs are being met, for instance licensing of software, hardware requirements, websites are maintained and developed as required, effective evergreening plan for the district, integration of emerging technologies
- Liaison with purchasing to ensure procurements meet the technological specifications of Learning Technologies
- District lead for all technical services and activities such as help desk, defining district hardware and software standards, support services for various EIPS software such as Financial systems, Purchasing systems, Payroll systems, Student Information system, E-mail, etc.
- Network access privileges and rights
- Knowledge and understanding of a networked environment and the requirements for maintaining a secured, robust network in addition to an understanding of the applications run in this environment, E-mail, internet applications, web-based application, etc.

Activity D:	Strategic Direction	15 %

- Provide technology with a vision along with strategies to support the vision
- Plan and prioritize department goals and objectives
- Review and monitor department outcomes and objectives on a regular basis
- Evaluate and analyze emerging technologies and their integration into EIPS and be willing to take reasonable risks to take a new direction
- Establish team goals and performance indicators
- Motivate and mentor staff and be a good problem solver
- Develop the 3 year technology plan and measure the outcomes against the plan
- Attend Leadership meetings with Principals, Executive Team, and Trustees
- Build relationships within and outside of the jurisdiction, including Directors, Principals, Executive Team, Trustees, Alberta Education, Teachers, and other jurisdiction business officials

Activity E:	Personnel Management	10%

- Train, coach, evaluate, and monitor the progress of staff on a regular and proactive basis
- Motivate staff towards the future technology needs of the division
- Communicate well and listen to staff

- Recommend the hire and release of staff; provide job offers and regrets
- Direct and coordinate staff priorities to meet department outcomes
- Facilitate the constructive resolution of conflict within the team to foster positive relations
- Develop opportunities for staff cross-training and personal growth
- Succession planning
- Recommend and revise the organization structure and job descriptions of staff in the TS department to meet the division's needs

EDUCATION AND EXPERIENCE

a) Education:
   a. Post secondary education with a related degree in Education or Technology and a solid understanding of technology in an educational setting or an equivalent combination of education and experience in administration and technology
   b. Certification in various technologies, such as Microsoft server would be beneficial

b) Experience:
   a. Minimum of 5-7 years of related experience at a senior level in a multi-site IT infrastructure
   b. Experience in a customer focused or school environment would be beneficial
   c. Past experience managing and tracking a significant technology budget
   d. Ability to manage and lead a team
   e. Project management
   f. Ideally the candidate would possess knowledge of multiple applications and technologies including (but not limited to) Cayenta Financial, HRIS, Microsoft, PowerSchool, Cisco, Server Virtualization, Network Design, Multiple types of end user hardware

KNOWLEDGE, SKILLS AND ATTITUDES

- Ability to build on key concepts
- Strong interpersonal, collaborative, and team skills
- Exceptional collaborative decision-making skills
- Strong written, communication and presentation skills
- Skilled in both leadership and management
- Strong project management skills
- Continuous learner who has a passion for life-long learning
- Curious about advances in technology and the aspiration to research new designs and models to enrich education in the classroom