

**POSITION TITLE:**

**EDUCATION TECHNOLOGY COORDINATOR**

**Reports to:**           **Directly: Superintendent of Human Resources**  
**Indirectly: Director**

**Function/Purpose:**

To provide leadership and oversight for technology in the Division.

**Required Education, Knowledge, Qualifications and Experience:**

- Valid Saskatchewan teaching certificate.
- Knowledge of IT hardware, network infrastructure and various software applications.

**Required Skills and Abilities:**

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Working with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.
- The ability to communicate and cooperate effectively with in-school personnel, IT personnel, and Division administrators.

**Required Personal Characteristics:**

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

**Supervision:**

This position will not generally be required to directly supervise employees.

**Duties and Responsibilities:**

Without restricting the generality of the description above, the Education Technology Coordinator shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Coordinating technology in the Division including budget planning, software and hardware purchasing.
- Participate in meetings of the TELT team as required.
- Administration of email server.
- Coordination of professional development on technology.
- Promotion of technology use in schools.

- Facilitating in-services on the use of a variety of software and hardware applications.
- Coordinating technology issues between the Division and provincial organizations. (Ministry of Education, Student Data Systems, Community Net, Educational Technology Consortium, etc.).
- Other duties as may be assigned from time to time.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.

**Judgment, Independence and Client Contact:**

- Confidentiality
  - The Education Technology Coordinator is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
  - The Education Technology Coordinator is expected to work independently, take initiative and work under minimal supervision.
- Working Jointly with Other Staff on Common Assignments or Tasks
  - This position involves working jointly with other staff, teachers and school based administration on a daily basis.

**Mission:** Laying the foundation for success.

**Vision:** One student at a time.

Revised: August, 2015

Director Approved: October 24, 2014