

**POSITION TITLE:**

**SUPERVISOR OF TECHNOLOGY**

**Reports to:** Superintendent of Human Resources

**Function/Purpose:**

To provides leadership and oversight for technology in the Division.

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

- Possess a Grade 12 diploma.
- A recognized post-secondary Certificate, Diploma or Degree or equivalent post-secondary education in a related areas as approved by the Division would be considered an asset.
- A minimum of two years of experience in IT sector.
- Knowledge of IT hardware, network infrastructures and various software applications
- A wide range of experience and knowledge of technology and its applications.
- Advanced troubleshooting experience.
- Demonstrated knowledge of current technology practices and policies.

**Required Skills and Abilities:**

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Work with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritize multiple demands.
- Management and Supervisory skills.

**Required Personal Characteristics:**

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

**Supervision:**

This position involves the supervision and evaluation of all IT personnel in the Division.

**General Duties:**

Without restricting the generality of the description above, the Supervisor of Technology 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 purchases.
- Keep computer equipment, hardware, and software updated to meet organizational needs.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.

- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, administration and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Participate in meetings of the TELT team as required.
- Attend in-services and training as required.
- Provide in-service for staff as required.
- Keep required records.
- Adhere to the Division “code of ethics”.
- Comply with all applicable laws and Board policies.
- Other duties as assigned from time to time.

**Judgment, Independence & Client Contact:**

- Confidentiality
  - The Supervisor of Technology 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 Supervisor of Technology is expected to work independently, take initiative and be responsible for quality of assigned 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.

New appointees will undergo a ten (10) month probationary period.

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

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

Director Approved: October 24, 2014