

483 - DIRECTOR OF TECHNOLOGY SERVICES

Background

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Director of Technology Services will assist the Assistant Superintendent and Deputy Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education Policy, Board Policy and Administrative Procedures. The goal of the Director of Technology Services is to provide appropriate technology and technology services for schools, staff and students in order to meet the information communications technology outcomes, provide for the day to day business functions of school and enhance the teaching and learning process.

Procedure

The Director of Technology Services will have specific responsibilities for:

1. Leadership Practices

- 1.1 Support and direct school administrators to develop and monitor effective Technology practices.
- 1.2 Advise school staff, school administrators of changes to Technology procedures and practices.

Deliverables

- Specific examples 1.1 and 1.2

2. Personnel Management

- 2.1 Recruit, hire, supervise and evaluate the Network Architect position who is responsible for planning and coordination of wide area network operations:
 - 2.1.1. Email
 - 2.1.2. Website
 - 2.1.3. Network communications between schools
 - 2.1.4. All aspects of Internet access
- 2.2 Responsible for hiring of System Support Specialist II and System Support Specialist I positions.

Deliverables

- Evaluation report 2.1
- Summary of hiring document 2.2

4. Strategic Planning

- 4.1 Collaboratively determine core software for distribution throughout the division
- 4.2 Provide final approval for software communication standards that use the Local area network or wide area network as a backbone
- 4.3 Achieve the outcomes established for Technology Services.
- 4.4 Host Alberta Education technology pilots and initiatives.

Deliverables

- Documentation 4.1– 4.4

5. Fiscal Responsibility

- 5.1 Set and monitor Technology Services budget
- 5.2 Approve purchases, and set control standards for technology at the Division and school level.

Deliverables

- Information from the secretary treasurer
- A zero or surplus financial position at year end

6. Superintendent Relations

- 6.1 Comply and build positive relations with Alberta Education on Technology Education matters.
- 6.2 Provide leadership in the development of administrative procedures in relation to technology and technology use, or as assigned by the Assistant Superintendent.

Deliverables

- Direct observation by Assistant Superintendent

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Section 61, The School Act