

ROLE OF DIRECTOR OF TECHNOLOGY

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Director of Technology will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

The Director of Technology is directly responsible and accountable to the Superintendent.

Procedures

The Director of Technology will have specific responsibilities for:

1. Student Learning

- 1.1. Supports the diverse needs of learners, including adaptive and assistive technologies, and disseminates information to staff.
- 1.2. Consults on the effective use of technology integration strategies and multiple technologies into curriculum and instructional practices across content areas.
- 1.3. Facilitates the development of resources for supporting programs, strategies and initiatives, and for student learning with educational technology.
- 1.4. Supports and refines the use of educational technology tools and learning management systems within the HPSD.
- 1.5. Monitors and evaluates the effectiveness of department programs in collaboration with staff.
- 1.6. Collaborates in designing and delivering professional development focusing on online learning, technology integration as well as all aspects of educational technology and digital literacy.
- 1.7. Assists principals and staff in using technology to enhance and explore a variety of Career and Technology Studies/Foundations course opportunities.
- 1.8. In collaboration with the Assistant Superintendent of Learning Services or designate, makes provision for assistive technology resources to support student learning.

2. Student Wellness

- 2.1. Provides technology support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 2.2. Provides support for informed digital citizenship and appropriate on-line behavior amongst students and staff.

3. Technology Services Leadership

- 3.1. Provides support on all matters related to HPSD technology directions.
- 3.2. Ensures that technical support maintains a focus on service.
- 3.3. Manages contracted and alternative technology services.
- 3.4. Provides support to ensure that ongoing technology infrastructure facilitates student learning in an inclusive environment according to the HPSD goals.
- 3.5. Keeps current with the latest technologies and support mechanisms

4. Technology Services Management

- 4.1. Monitors operation of the department and, in conjunction with Technology Services staff, makes any necessary changes that would improve and streamline the operation of the department.
- 4.2. Works collaboratively to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of HPSD operations.
- 4.3. Coordinates the day-to-day activities of the Technology Services department and ensures all work is carried out in a timely fashion.
- 4.4. Meets with sales representatives; coordinates evaluation of all new and existing equipment and supplies.
- 4.5. Manages assigned projects for the Technology Services department.
- 4.6. Provides technology and support for assistive technologies.
- 4.7. Maintains a PASI-compliant student information system.

- 4.8. Maintains paperless meeting software.
- 4.9. Coordinates the installation and support of video surveillance systems.
- 4.10. Supports printer and multifunctional fleet.
- 4.11. Supports school VoIP and intercom systems.
- 4.12. Maintains the evergreening of all networks and data servers, including the provision for secure backups.

5. Human Resources Management

- 5.1. Manages Technology Services staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.
- 5.2. Maintains a continual dialogue with Technology Services staff to ensure that good performance is recognized and that potential problem areas are identified and resolved.
- 5.3. In conjunction with school administrators, ensures that technology solutions, guidelines and standards are being effected.
- 5.4. Conducts meetings and discusses with Technology Services staff any proposed changes to Board policy, administrative procedures, or service delivery, or as the need arises.
- 5.5. Supports the professional development of HPSD staff relative to the use of technology.
- 5.6. Provides for the training and support of school administrators and teachers on educational or business technologies.

6. Fiscal Responsibility

- 6.1. Develops a departmental budget within the parameters and constraints of the HPSD budget.
- 6.2. Ensures consideration of any changing priorities, including Alberta Education directives.
- 6.3. Administers all contracts and service agreements for Technology Services.
- 6.4. Practices asset management for technology hardware, software, and equipment.
- 6.5. Operates in a fiscally prudent and responsible manner.

7. Policy/Administrative Procedures

- 7.1. Recommends development and/or reviews of Board policies or administrative procedures to the Superintendent.
- 7.2. Ensures application of Board policies and administrative procedures as required in the performance of duties.

8. Organizational Management

- 8.1. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal and Board mandates and timelines and adherence to Superintendent directives.
- 8.2. Maintains on-call availability as required for technology system stability.
- 8.3. Handles emergencies and deals with crisis situations in a team-oriented fashion.

9. Communications and Community Relations

- 9.1. Takes appropriate actions to ensure open and transparent internal and external communications are developed and maintained in areas of responsibility.
- 9.2. Ensures staff and students have a high level of satisfaction with the services provided and with the responsiveness of the Technology Services department.
- 9.3. Liaises with Alberta Education to align HPSD technology plans with provincial initiatives.
- 9.4. Investigates and facilitates resolution of concerns and complaints.

10. Superintendent

- 10.1. Establishes and maintains positive, professional working relations with the Superintendent.
- 10.2. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 10.3. Provides the information the Superintendent requires to perform their role in an exemplary fashion.
- 10.4. Performs tasks as may be assigned by the Superintendent.

11. Leadership Practices

- 11.1. Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent expectations.
- 11.2. Exhibits a high level of personal, professional, and organizational integrity.

HPSD Appendices

[Appendix 456A – Performance Assessment Guide \(PAG\) for Director of Technology](#)

References

Education Act Sections 8, 33, 35.1, 52, 196, 197, 204, 222, 225

Employment Standards Code

Freedom of Information and Protection of Privacy Act

Labour Relations Code

Occupational Health and Safety Act

Approved: January 17, 2024

Reviewed: