ROLE OF ACTING ASSISTANT DIRECTOR - TECHNOLOGY

Background

Guided by the Division's vision, mission, beliefs, values, and goals, the Acting Assistant Director – Technology Services will assist the Director of Technology in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board Policy.

Procedures

The Acting Assistant Director - Technology is directly responsible and accountable to the Director of Technology.

The Acting Assistant Director - Technology will have specific responsibilities for:

1. Student Learning

    1.1   Provides support for the effective use of technology to maximize innovative student learning.

    1.2   Supports an education-centered approach to technology, to be developed and maintained throughout the Division.

2. Student Wellness

    2.1   Provides 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.

3. Technology Leadership

    3.1   Provides support on all matters related to Division technology directions.

    3.2   Ensures that technical support maintains a focus on service.

    3.3   In collaboration with the Secretary-Treasurer and Director of Technology, 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 Division goals.

    3.5   Keeps current with the latest technologies and support mechanisms.

4. Technology Services Management

    4.1   Assists with monitoring the operation of the department and, in conjunction with Technology Services staff, makes any necessary changes that would improve and streamline the technological operation of the department.

4.2 Works collaboratively to identify, recommend, develop, implement, and support cost effective technology solutions for all aspects of Division 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 In collaboration with the Director of Technology, 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 the Division digital resource library.

4.8 Supports a PASI-compliant student information system.

4.9 Supports printer and multifunctional fleet.

4.10 Maintains the evergreening of all networks and data servers, including the provision for secure backups.

5. Human Resources Management

5.1 Assists with the managing of 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 affected.

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 Division 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 Operates in a fiscally prudent and responsible manner.

7. Policy/Administrative Procedures

7.1 Assists with recommendations of Administrative Procedures to the Director of Technology.

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 the Director of Technology 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.

10. Director of Technology

10.1 Establishes and maintains positive, professional working relations with the Director of Technology.

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 Director of Technology requires to perform their role in an exemplary fashion.

10.4 Performs tasks as may be assigned by the Director of Technology.

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 Assistant Superintendent – Inclusive Learning and Technology's expectations.

11.2 Exhibits a high level of personal, professional and organizational integrity.

11.3 Develops and implements a personal professional growth plan for their ongoing professional improvement.