



SCHOOL DISTRICT 42 (MAPLE RIDGE-PITT MEADOWS)

SENIOR STAFF POSITIONS

POSITION:	Director Information Technology
REPORTS TO:	Superintendent and Secretary Treasurer
DATE:	June 2022
LOCATION:	District Education Office

CORE FUNCTION:

Reporting to the Superintendent and the Secretary Treasurer, the Director Information Technology leads the development and implementation of IT strategy and the IT governance framework for the school district. The Director Information Technology is responsible for IT services delivery and leads the planning, development, implementation, maintenance, and security of the school district's information systems and processes in support of the school district's strategic directions, education and business goals.

The Director Information Technology is accountable for the implementation of the IT strategic plan and the development and implementation of the IT operational plans. Along with a dedicated IT team, the Director Information Technology will ensure the stable, secure and progressive operations of the school district's IT infrastructure, serving the thousands of end-users, over multiple sites in the school district.

RESPONSIBILITIES:

- 1) Leads and manages the overall operations of the IT department with an emphasis on forward thinking collaborative solutions which support the district-wide information technology infrastructure including hardware, software, networks, applications and information security.
- 2) Leads the development and implementation of IT strategic plans that support the achievement of school district strategic goals and objectives.
- 3) Leads the development and implementation of IT operational plans that ensure the achievement of IT strategic goals and stable, secure and innovative IT infrastructure.
- 4) Provides leadership and management to the Information Technology team as follows:
 - manages, prioritizes and directs the work of professional and technical Information Technology staff, activities, and procedures, including timelines and resource allocations for the Information Technology department;
 - responsible for departmental human resource functions including: recruitment, coaching & mentoring, training and development, performance and attendance management, health and safety compliance, and wellness support;
 - interprets and applies applicable collective agreements and participates in grievance processes and collective agreement bargaining as needed;
 - supports and initiates changes in staffing and/or work procedures for improved effectiveness and efficiency.
- 5) Develops and implements Information Technology related policies and procedures.
- 6) Responsible for network security to protect the district's data, tools and information.

- 7) Develops and manages the district's Information Technology budget, ensuring budget allocations and expenditures support the achievement of the IT strategic goals approved by the Board.
- 8) Responsible for and ensuring industry currency of the IT department through training and promoting mentoring relationships to assist in staff development.
- 9) Negotiates with software and hardware vendors on pricing and terms and conditions for major acquisitions and renewals of software and hardware contracts. Works with the Purchasing Manager to write, issue, review, and award RFPs and RFQs to meet current District purchasing policies.
- 10) Leads discussions with the Provincial Ministry, other School Districts and local committees and organizations in order to build and sustain innovative alliances.
- 11) Represents the Information Technology department on a number of education and business related committees as required. Works with stakeholders to define education needs and business needs and systems requirements for new technology implementations.
- 12) Explores new IT opportunities, evaluate new products and communicates industry trends that may be potentially beneficial to the school district.
- 13) Ensures compliance of IT systems and processes with the Freedom of Information and Protection of Privacy Act and other applicable legislation, regulations, guidelines, policies and procedures.
- 14) Participates, as a member of the Senior Management Team, in the planning and implementation of the school district's overall strategic plan and budget plan.
- 15) Performs other related duties as required.

QUALIFICATIONS:

- 1) Bachelor's Degree in computer science or other equivalent Information Technology-related studies.
- 2) Eight years of recent related experience, from industry, business or educational sectors working in a fast-paced information technology environment with managerial experience at a senior level. Experience working in a public sector environment is an asset.
- 3) Innovative and seasoned leader with the ability to execute IT strategic and departmental plans, and foster an environment which promotes teamwork.
- 4) Comprehensive knowledge in the field of information technology and the impact of changing technologies on business operations and an awareness of issues surrounding IT applications in education.
- 5) Previous experience with integrating new technologies and methodologies into a large organization, preferably within a unionized environment.
- 6) Demonstrative leadership and management abilities. Ability to effectively lead and manage a diverse team in a changing environment.
- 7) Proven experience in IT planning and project management.
- 8) Strong technical skills and ability are required. Extensive knowledge of the Information Technology industry and experience negotiating contracts for hardware, software, and services.

- 9) Current with new technologies and committed to continually upgrade and develop information technology skills and knowledge.
- 10) Experience developing and implementing Information Technology policies and procedures.
- 11) Excellent organizational skills and the ability to meet deadlines. Detail-oriented and able to manage multiple priorities at once.
- 12) Excellent verbal and written communication skills, and the ability to work effectively with a wide variety of stakeholders.
- 13) Ability to communicate openly and effectively with all stakeholders, trustees, senior staff, system leaders and the general public in a manner that is appropriate for their level of knowledge as it relates to Information Technology.
- 14) Uses an innovative and service-oriented approach, strong interpersonal and communication skills, diplomacy and tact to enhance communication among groups within the department as well as in the school district.
- 15) A valid driver's license for the Province of British Columbia is required.