INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) COORDINATOR
(Job Description)

POSITION SUMMARY:
Under the direction of the Superintendent the ICT Coordinator will provide leadership to the Division in the form of professional development, department management, information and planning for hardware, software, and network infrastructure.

RESPONSIBILITIES AND DUTIES:

- Work collaboratively with technical staff, principals, teachers, senior administration and Board in developing and implementing the divisional Information Technology plan.
- Manage the Information Technology Department which includes:
  a. staffing
  b. budget preparation
  c. scheduling, supervision and evaluation of department staff
  d. all IT related projects, maintenance, services and programs
- Assist in the infusion of technology across the curriculum (K-12) and coordinate professional development, in-school training and mentorship for all divisional staff
- Identify and communicate current trends in technology along with making current hardware and software recommendations supporting the education and business missions of the division.
- Provide leadership to the Education Technology Advisory Group and provide reports to the Board as required.
- Maintain an effective liaison with Manitoba Education and other relevant stakeholders
- Maintain all Divisional technology contracts, licensing, and agreements along with establishing new ones as needed.
- Be familiar with and adhere to relevant Board Policy, procedures, practices, and Reference Manuals.
- Develop ICT administrative guidelines as needed to facilitate divisional standards for hardware, software, IT processes and issues as they arise.
- Being available during regularly scheduled office times via phone, email, text while either in or out of the office.
- Representing the Division at related meetings as requested.
- Perform any other related duties as assigned by the Superintendent.

QUALIFICATIONS:
- Valid Manitoba Teacher’s certificate
- Minimum 5 years teaching experience
- Extensive experience in Educational Technology
- Administrative/supervisory experience preferred
- Strong interpersonal, communication, analytical and problem solving skills.

SPECIFIC REQUIREMENTS:
- A valid Driver’s License and access to a vehicle.
- Ability to work flexible hours.