

# **COORDINATOR OF INSTRUCTION, CURRICULUM AND TECHNOLOGY (ICT)**

(Job Description)

## **POSITION SUMMARY:**

Under the direction of the Superintendent the Coordinator of ICT will provide leadership to the Division in the form of professional development, department and division management related to curriculum, assessment and technology inclusive of technology hardware, software, and network infrastructure.

The primary responsibility of the coordinator will be to assist the Superintendent in providing effective implementation of curriculum including the use of technologies for delivery. Also key will be the coordinator's role in leading the division in appropriate student assessment strategies to support curriculum implementation, as well as oversee the division's participation in provincial testing as outlined by Manitoba Education.

## **RESPONSIBILITIES AND DUTIES:**

- Work collaboratively with technical staff, principals, teachers, senior administration and Board in developing and implementing the divisional planning (eg. Technology Plan)
- Planning and supporting teachers with the implementation of new curriculum and providing professional learning on effective teaching strategies and assessment
- to oversee the development and approval of all "School Initiated Courses" (SIC's) and "Student Initiated Projects" (SIP's) offered in Fort La Bosse schools and to work closely with in-school administrators and teachers in the assessment of the suitability of these courses. The coordinator will also work closely with Manitoba Education in seeing that these courses are properly registered by the Department
- represent the division on the professional development committee and bring forth emerging initiatives related to curriculum, instruction, assessment and technology
- provide leadership to the School Librarians
- 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 instruction, technology and assessment practices along with making current hardware and software recommendations supporting the education and business missions of the division.
- 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.
- Prepare reports and other documents as requested and to attend board and committee meetings when necessary to report on matters related to assigned duties
- Representing the Division at related meetings and attend other conferences, seminars and workshops as approved, for the purpose of professional development and benefit to the division
- Perform any other related duties as assigned by the Superintendent.

**QUALIFICATIONS:**

- Valid Manitoba Teacher's certificate
- Minimum 5 years teaching experience
- Extensive experience in instruction, assessment and 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.