2.0. Human Resources
2.B. Position Descriptions

DIRECTOR OF TECHNOLOGY AND INFORMATION SYSTEMS

Policy Reference: EL-1.2

Area of management: *Division Wide*
Office location: *Division Office – Eriksdale*
Work Location: *Roaming*

Roles and Responsibilities:

To provide leadership and direction in all areas of information technology to all schools and business units within the division.

The Director is responsible for the divisional technology budget approved by the Board of Trustees.

To provide technical support for the division technology plan based on input from school concepts and suggestions.
To manage the resources required to maintain a current inventory of all supported hardware and software.

To assume the responsibility for data integrity and security of all information technology systems.

To coordinate the establishment of a web presence for the division and all participating schools.

To maintain the goal that technology is put into place to 1) serve the students as a learning experience, and 2) to serve staff as a business tool to enhance efficiency.

To remain accountable to the Board of Trustees and Superintendent for the resulting outcome in the area of information technology systems.

Assist in the coordination of technology professional development sessions for staff in conjunction with the PD committee.

To administer the use of technology in all aspects within the division
To maintain membership and presence on the Technology Advisory Council (TAC).

Provide 24/7 on call support for defined business critical systems.

Provide hardware and software technical services to the division, and to outsource technical services where required for incident resolution.