



ICT Supervisor

Position Summary

The ICT Supervisor will oversee all technology functions and operations of the school division.

Responsibilities and Duties:

- Lead the planning, implementation and maintenance of all information technology services for the school division.
 - Lead the ICT Team in providing meaningful integration of technology in PWSD schools.
 - Plan, consult, and manage technology projects, network technologies and infrastructure, upgrades, and modifications.

- Devise and establish policies and systems to support the implementation of strategies set by the Board of Trustees and Senior Administration.
 - Plan and present ICT long term strategy and annual budget rationale.
 - Oversee and coordinate school and divisional procurement of all ICT equipment, services, parts and supplies.
 - Analyze user requirements of technology and investigate hardware and software solutions to make recommendations to Senior Administration regarding the procurement of efficient and cost effective technological equipment and software.
 - Develop and administer policies and procedures for ICT use.
 - Facilitate data collection and analysis from a variety of sources.

- Ensure that PWSD's enterprise network is reliable and operating effectively.
 - Coordinate with Park West Fibre Co-op (PWFOC) on all aspects of maintaining the regional fibre network.
 - Provide support to PWFOC with its budgeting, policy development, network maintenance and network expansion.

- Lead change management.
 - Identify the need for upgrades, new systems and/or configurations.
 - Facilitate migration from current system to new systems and frameworks.
 - Lead the ICT Team to provide professional development to staff about technology tools, policies and ICT projects.



- Lead systems management.
 - Recruit, train, supervise and evaluate PWSD ICT staff.
 - Maintain a complex environment of several virtual servers to facilitate the use of technology (such as: file servers for storage, directory servers for user management, printing services, and network monitoring)
 - Install and maintain student information systems, learning management systems and all other information systems
 - Implement localized services such as phone system, access control systems, and security systems.
 - Coordinate all online services and related activities such as data housing and management.
 - Serve as the primary divisional contact for these systems.

- Collaborate to increase user satisfaction with technology.
 - Support principals and department heads with ICT deployment and implementation, and attend principals' monthly meetings to provide ICT advice and to keep current with needs.
 - Collaborate with ICT Teacher Leader to integrate technology into teaching and learning.
 - Work with teachers to determine technology requirements to support pedagogy.
 - Support PWSD students and staff with the effective use of technology for teaching and learning.
 - Work with assessment committee and divisional staff on the setup and deployment of PowerSchool.
 - Provide library technicians and secretaries with strategies to manage and support local technology resources.
 - Lead PWSD's Technology Helpdesk to respond to Division Office and school requests for technical support.

- Maintain technical knowledge.
 - Research and become familiar with emerging technologies.
 - Maintain knowledge and understanding of current licensing and legal uses of technology.
 - Build business relationships with contacts from vendors and other school divisions.
 - Represent PWSD in technology-related organizations and committees.