



## **ROLE AND RESPONSIBILITIES**

### **INFORMATION TECHNOLOGY MANAGER**

---

#### **ROLE:**

The Information Technology (IT) Manager provides leadership and support to the District with respect to all digital resources. The IT Manager reports to the Secretary Treasurer. The IT Manager supports key district projects and initiatives, including those related to technology infrastructure, security, software, procurement, communication, and education for staff and students in support of the District Strategic Plan. In addition, the IT Manager is responsible for consulting with members of the District Leadership Team, District Management, operations staff, and service providers. The position requires a high degree of competency in multiple areas including resourcefulness and the ability to take initiative.

The IT Manager will demonstrate excellent written and oral communication skills, together with advanced organizational and interpersonal abilities. Work is performed independently, with limited direction, and requires the utmost in confidentiality and diplomacy. The IT Manager will project a positive image with staff, visitors, and parents and promote respectful relationships with all stakeholders.

The IT Manager supervises and coordinates the day-to-day activities of the IT Systems Specialists. The IT Manager attracts, develops, and retains members of the IT Team. The duties of the position include personnel supervision, evaluation, discipline, hiring, casual replacement, orientation of new personnel, training, coordination of work and project management and working with highly confidential and sensitive information.

#### **RESPONSIBILITIES:**

- Contribute to the development of the District Technology plan;
- Provide technology support services and manage network, hardware, software, and digital systems;
- Provide operational direction to IT Team, ensuring the achievement of IT objectives, including expense control, productivity, and the smooth functioning of day-to-day operations;
- Work with staff, consultants and vendors to plan, develop, evaluate and implement technology-based software and applications;
- Work effectively, professionally, and collaboratively with other members of the IT Team, district staff, provincial/federal agencies, consultants and other school districts;
- Maintain continuous security of data, network access and backup systems;
- Develop and manage operational standards for IT systems;
- Plan and manage district technology budget;
- Gather and analyze data to inform decision making processes;
- Procure IT resources;
- Make decisions with integrity that support provincial/federal/district policies, practices, codes, regulations, acts and guidelines;
- Maintain confidentiality in all matters pertaining to the District and its operation;
- Adhere to deadlines for reporting requirements;
- Attend meetings to share information and address technology questions as needed; and
- Perform other duties that may be assigned by the Secretary Treasurer.