

424 DIRECTOR OF TECHNOLOGY, LEARNING AND FACILITIES

Identifying Information

Position Title:	Director of Technology, Learning and Facilities
Classification Title:	Professional Staff
Department:	Central Office
Reports to:	Deputy Superintendent
Position Supervises:	Maintenance Supervisor, Custodian Supervisor, Desktop Support Analyst

Position Summary

This position provides leadership in the areas of learning, particularly in the areas of Distance Learning, Dual Credit, ELL and International Students. This position also provides leadership in the area of technology and facilities.

Qualifications:

1. Masters of Education
2. Previous school based administration experience
3. Liaising, managing and balancing budgets within various portfolios
4. Outstanding interpersonal and communication skills
5. Comprehensive knowledge of teaching pedagogy, structures and systems that support learning
6. Working directly with the elected school board trustees and senior leadership

Major Duties & Responsibilities

The Director of Technology, Learning and Facilities will work closely with the Deputy Superintendent and Directors to achieve all aspects of the Division Education Plan and to fulfill all duties as assigned by the Superintendent. The Director of Technology, Learning and Innovation will be responsible for:

1. Technology

- a. Fostering professional learning and efficacy relevant to Board and District Goals with innovative technologies.
- b. Identifying external funding possibilities to support or develop district programs.
- c. Facilitating and supporting internal and external measurement of success of learning initiatives.
- d. Reviewing and updating Administrative Procedures.
- e. Lead member of the District Technology Committee.
- f. Oversee the evaluation and hiring of all support staff within this department.

2. Learning

- a. Overseeing the educational programming for all international students attending CRPS.
- b. Supporting initiatives related to First Nations Education and ESL education as outlined by the division's strategic plan.
- c. Supporting Professional Learning of all staff.
- d. Fostering professional learning and efficacy relevant to Board and District Goals with innovative technologies.
- e. Contributing to culture of excellence in instruction and leadership.
- f. Assisting School and District Administrators in developing District Learning Plan including PD day coordination and PLN direction.
- g. Facilitating assessment and growth of competencies of instructional and leadership staff within the new draft provincial quality standards.
- h. Overseeing the evaluation and hiring of all support staff within the international student program.

3. **Facilities**

- a. Overseeing the Facilities Department which encompasses working with the managers of Maintenance and Custodial staff.
- b. Supporting the evaluation and hiring of all support staff within this department.
- c. Working collaboratively with the Secretary-Treasurer and contractors to ensure IMR projects and Capital Plan is developed for the school division each year.
- d. Regularly updating the Board and Superintendent regarding any ongoing infrastructure projects.

References

History

Developed: September 2020