

## Administrative Procedure 454

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# ROLE OF DIRECTOR OF TECHNOLOGY

## Background

Guided by the Division's mission statement, mandate, values and beliefs, and guiding principles, the Director of Technology will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

## Procedures

The Director of Technology is directly responsible and accountable to the Assistant Superintendent.

The Director of Technology will have specific responsibilities for:

1. Student Learning
  - 1.1 Provides instructional leadership and support for selected high-priority Division initiatives/programs.
  - 1.2 Facilitates and supports the efforts of the Principals in achieving provincial, Division and school learning goals.
  - 1.3 Plans, funds and implements special projects, including locally developed courses.
  - 1.4 Provides advice on student and learning services.
2. Personnel Management
  - 2.1 Collaborates with the Assistant Superintendent (Human Resources) regarding the hiring, deployment and development of staff within areas of responsibility.
  - 2.2 Provides leadership in the supervision and evaluation of Technology staff.
  - 2.3 Ensures job descriptions and evaluation materials for Technology personnel are developed and updated and are in accordance with the process established by the Assistant Superintendent (Human Resources).
3. Fiscal Responsibility
  - 3.1 Develops a departmental budget within the parameters and constraints of the Division budget.
  - 3.2 Ensures the proper fiscal management of budget allocations.
  - 3.3 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
  - 3.4 Operates in a fiscally prudent and responsible manner.
  - 3.5 Investigates grant opportunities and partnerships.

- 3.6 Manages and tracks progress of grants and projects specific to roles and responsibilities.
4. Technology Leadership
  - 4.1 Provides leadership on all matters related to Division technology directions.
  - 4.2 Supports the professional development of Division staff relative to the use of technology.
  - 4.3 Ensures technical support is provided to all Division sites.
  - 4.4 Designs ongoing technology infrastructure to facilitate ICT outcomes for all students.
5. Advocate of Catholic Education
  - 5.1 Models involvement in a Catholic faith community and ensures students and staff are provided opportunities for spiritual development within the Division.
  - 5.2 Promotes collaboration and communication between the schools, the parish and the diocese through the use of technology.
  - 5.3 Strengthens the Division's Catholic identity in the community and province through the use of technology.
6. Administrative Procedures
  - 6.1 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
7. Organizational Management
  - 7.1 Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
8. Communications and Community Relations
  - 8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
  - 8.2 Ensures parents and staff have a high level of satisfaction with the services provided within the areas of responsibility and with the responsiveness of the Technology department.
9. Superintendent Relations
  - 9.1 Establishes and maintains positive, professional working relations with the Superintendent.
  - 9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
  - 9.3 Provides the information the Superintendent requires to perform his/her role in an exemplary fashion.
  - 9.4 Monitors and reports on the achievement of identified Division Education Plan goals.
  - 9.5 Performs other duties as required by the Superintendent.

## 10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom s/he works in carrying out the Superintendent's expectations.
- 10.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Section 52, 53, 204, 222, 225 Education Act