Supervisor: District Principal: Technology & Innovation
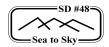
Core Responsibilities

The Network Administrator is engaged in responsible, complex and diverse work at a relatively senior level in the administrative structure of the School District and participates as a member of the District Management Team . The Network Administrator reports and is responsible to the Assistant Secretary-Treasurer. The Network Administrator is responsible for maintaining, upgrading and supporting all computer systems throughout the district to provide support for learning, and efficient operations of the district in accordance with district objectives. Relationships with others are important and tact and judgment must be exercised in the direction and supervision of technician staff.

Considerable initiative and independent judgment must be exercised in planning and implementing work. Direction is received through the Assistant Secretary-Treasurer. Work is performed in accordance with statutory requirements and general Board policy guidelines. New or difficult matters are referred to the Assistant Secretary-Treasurer, but decisions must be made where governing precedents are not available and error in judgment can result in serious problems.

Details of Responsibilities

- Plans, directs, and supervises the activities of the technology functions and staff, in accord with Board policies and regulations, good practice, and the collective agreement with the union.
- Administers the collective agreement with respect to employees in their areas of responsibility, acts as first line in the grievance procedure, approves leaves of absence and vacations, reviews and approves time sheets of employees, is responsible for authorization of overtime for employees, and participates in processes involving staffing and staff changes.
- Responsible for determining the appropriate technical support time allotments to ensure that all systems are maintained to an acceptable level.
- Establishes and maintains a cooperative and productive working relationship between technical staff and all other district staff.
- Ensures that information systems are reliable and available and that adequate technical support is available to system users at all times.
- Ensures that access to adequate technology to meet the districts and schools needs is maintained in a cost-effective manner.
- Encourages growth in the information solutions offered in the District where that growth will improve district efficiency or student outcomes as well as providing the motivation and direction needed to affect that growth.
- Encourages, develops, and evaluates innovative practices.
- Provides leadership in developing and enhancing technical infrastructure within the district and assists in developing visions for learning resources related to technology. Keeps abreast of advances in technology as appropriate for a school district.
- Notifies, advises and assists schools with regards to incidents involving misuse of technology and related investigations.
- Visits schools and established contact with school personal as necessary to promote and monitor programs and systems
- Assists and advises in the preparation of the Board's annual operating and capital budgets for areas of responsibility.
- Assist the district and schools in determining their technical needs in relation to their educational needs, goals and the changing technical environment.

- Works with other district staff to develop system requirements, plans, budgets, and schedules related to the implementation of new technology in the district.
- Assist and advise district and schools in investigating, selecting and implementing new technologies
- Participates as required on committees and projects for the district and related organizations
- Works with other district departments, outside organizations and contractors to ensure that capital projects involving technology are properly specified, budgeted, purchased, installed and brought online.
- Creates cooperative and productive working relationships with suppliers of software and hardware, and any other persons in or out of the District with abilities, products or information that can help achieve the district goals. Maintains contact with outside agencies and personnel as appropriate to the activities of the district
- Prepares and obtains specifications, arranges for quotes or calls for tenders, reviews and approves bids and quotations, coordinates delivery and installation with vendors.
- Implements preventative maintenance programs as appropriate.
- Advises, recommends, implements and enforces measures to ensure the safety and security of district systems and data
- Promotes and supports district standards, initiatives and policies at all times
- Upgrades and maintains the district website, email and other systems as needed and appropriate
- Maintains an inventory of software installed in the district and ensures compliance with licensing agreements and appropriate laws
- Provides training and assistance to staff at all level as required
- Performs other such tasks as may be assigned by the Assistant Secretary-Treasurer