



JOB DESCRIPTION IT DIRECTOR

Position:
IT Director

Reports to:
School Director

Basic Function of Position:

The IT Director is considered a leadership position within the management and operations structure of the school. The IT Director is responsible to the Director via Primary and Secondary Principals for development and implementation of the overall technology vision and strategy including infrastructure, education curriculum-based technology, training and support for all areas and divisions—ensuring that the available technologies meet the needs of the community and are aligned with professional and best practices. In particular it is the responsibility of the IT Director to:

Leadership in Educational Technology

- Take a lead role in the planning, development and implementation of a coherent approach to the integration of instructional technology across the School.
- Plan, organize, implement and evaluate professional development programs to support the school's integration of instructional technology.
- Oversee educational technology implementation school-wide.
- Lead the development and implementation of RAS IT curriculum.
- Assist in the evaluation of the effectiveness of instructional technologies.
- Collaborate with all stakeholders to establish the vision, goals and objectives for staff professional development programs in support of meaningful technology-integrated instructional practices in classrooms.
- Oversee the implementation and management of PowerSchool.

Leadership in Non Education Based Technology

- With the technology support staff, lead the school's overall Technology Services including non-education based systems and ensure that the department continues to meet the needs of the school.
- Collaborate with the leadership to evaluate needs and tools for support functions, compliance, and controls as appropriate.
- Oversee adoption, evaluation and implementation of new platforms and tools for school management and communication.



JOB DESCRIPTION IT DIRECTOR

Personnel

- Lead and collaborate with all staff in the Technology support services to achieve the implementation of the RAS Strategic Plan.
- Supervise and evaluate the school's IT Department Staff to achieve school goals.

Strategic Planning

- Develop and implement the short term and long-term, curriculum-based and non-curriculum based, school-wide, strategic technology plan.
- Continually monitor and evaluate the technology plan and related proposals, initiatives, projects to ensure that goals are being met.

Infrastructure

- Oversee evaluation, implementation and ongoing service of the school's network infrastructure, toward more productive and efficient use of information and technology.
- Drive the school's intranet and web initiatives, and ensure that they are fit for purpose, efficient, and robust.

Policies and Procedures

- Develop, implement and communicate technology policies and procedures which reflect educational and business best practices, as appropriate.
- Liaise with Communications Coordinator to ensure appropriate support of policies, communications strategies and practices.

Financial Management

- Provide sound financial management, including accurate program budget planning and fiscal accountability to ensure that the schools' resources are effectively and properly utilized.
- Develop assessments for the preparation and administration of centralized technology project budgets
- Prepare budget and funding strategies for instructional technology projects and professional development programs.
- Develop strategic budget forecast for IT infrastructure and educational needs.



JOB DESCRIPTION IT DIRECTOR

If interested, please send your Resume and Cover Letter to staffing@ras.ma with the subject line: "IT Director"

Deadline to Apply:

April 14th, 2023