

**Position: Director of Innovation & Technology**

**Position Type: Sr. Administrator, Full Time**

**Posted Date: February 26, 2019**

**Closing Date: March 12, 2019**

West Island College (WIC), a leading independent CAIS accredited day school in Calgary, Alberta, is seeking a dynamic and passionate educator with an ability to plan, deliver and support developmentally responsive learning experiences which reflect the unique needs of learners. WIC, a university preparatory school, has a student population of 550, grades 7-12. WIC's programs are designed to give students personalized attention and help cultivate their passions.

WIC has an exciting opportunity for a full time Director of Innovation & Technology to join the College in August of 2019. The Director of Innovation & Technology will report to the Deputy Head of School and will lead the implementation of an information technology plan that meets current and future needs of West Island College. This individual will be responsible for overseeing the technology infrastructure and implement technology solutions for a 21<sup>st</sup> Century learning environment and school operations.

Additionally, preferred candidates will:

- Be dynamic, collaborative, inspirational and tech savvy educator with a track record of transformative teaching
- Will have a strong educational background, demonstrated technical acumen, advanced teaching skills, and a passion for working with young people and in a collaborative professional learning community environment, which supports a whole child approach to education
- Have an interest in and experience with active, engaged, collaborative, and personalized learning
- Be innovative, creative and visionary in program planning and curriculum design
- Have a proven track record of the sustained commitment to professional growth and improvement
- Have evidence of collaborative planning within and across courses and departments
- Possess superior communication and organizational skills
- Be proactive and self-motivated

**Key Responsibilities:**

**Faculty & Student Support**

- Provide vision and leadership to ensure the academic programs are supported by cutting edge pedagogy and educational technology resources
- Facilitate the implementation of the strategic initiatives, such as blended learning, STEAM, digital literacy & citizenship, to create personalized learning experiences that focus on the development of 21<sup>st</sup> Century global competencies
- Stay current with emerging technologies, software and hardware solutions and propose learning strategies using new technologies

- Investigate and address faculty technology needs, while encouraging purposeful, innovative and effective use of instructional technology throughout the College
- Support faculty across the curriculum in designing and applying innovative solutions to enhance student learning
- Provide as needed ongoing faculty and staff training for specific uses of technology hardware, software, applications and peripherals to improve their skills and knowledge.

### **Program & Systems**

- Establish a vision for the effective and innovative use of technology within the operations of the College and transformational learning in the classroom
- Research, recommend, and preview new and emerging technologies, software and hardware solutions that support both the academic programs and administrative functions
- Plan and manage the implementation of technology initiatives such as new systems, processes and structures
- Oversee the management of the college's network, infrastructure, databases and telecommunications systems
- Work closely with Deputy Head on planning, deploying, creating, training, and monitoring systems that relate to attendance, grading, standardized testing, parent teacher conferences, registration, and other academic program planning items
- Establish, implement and enforce policies, procedures and standards which include Acceptable Use policies
- Negotiate service level agreements with customers and service providers, monitor service delivery to ensure the agreed targets and standards are met
- Manage the operating budget for the department with a strong lens on cost effectiveness
- Ensure that the IT team supports effectively the network, server and client infrastructure

### **Leadership and Innovation**

- Lead and manage the Information Technology team
- Collaborate with IT staff and all of the College's constituencies to set the information technology strategic short and long-term goals to incorporate the use of present and emerging technologies
- Lead the Tech Task Force as well as other technology-related committees that are comprise of administration, faculty and staff

**Minimum Qualifications and Experience:**

- Minimum of a Bachelor's Degree in Computer Science, Information Systems or Educational Technology
- Master's in educational technology or equivalent is an asset
- Minimum of 5 years in a similar position at a senior level
- Alberta Teaching Certificate or equivalent
- MCSA OR MCSE Certification or equivalent
- Be familiar with IT operations and associated concepts and technologies to include: TCP/IP networking, switching/routing, firewalls, network security, backup and disaster recovery, Windows Server, Active Directory, Server Virtualization, Storage Area Networks, VoIP
- Experience with leading and managing staff
- Experience in the development and implementation of large-scale projects that support strategic goals
- Strong business acumen with extensive technical knowledge and experience
- Ability to adapt quickly to changing needs and requirements

West Island College offers an inspirational working environment, supported development and growth opportunities and a competitive and comprehensive compensation package, including membership in the Alberta Teachers' Retirement Fund. Cover letters and resumes should be sent electronically to Carla Huhn, Manager of Corporate and Human Resource Services at, [careers@mywic.ca](mailto:careers@mywic.ca).

As a condition of employment, the successful candidate must provide an Alberta Teaching Certificate (or eligibility to obtain), current Police Information Check and a Vulnerable Sector Check. We thank all candidates and advise that only those selected for an interview will be contacted.

Be Bold. Be Brave. Be Ready.