



JOB TITLE:	DIRECTOR OF INFORMATION SERVICES
REPORTS TO:	CHIEF FINANCIAL OFFICER

Collingwood School is a coeducational day school located on two campuses in West Vancouver, BC. Our purpose is to teach, model, inspire and encourage our students, ultimately preparing them to become successful global citizens. With an innovative, evolving approach to teaching, the totality of our curriculum provides students with a wealth of diverse, meaningful and transformative educational experiences.

PURPOSE

The Director of Information Technology will have the ability to work as a partner with management, translating the overall School strategy into technology initiatives and business solutions. In addition, this role will be responsible for managing the day-to-day operations of the department including infrastructure, administration of systems, networks and web properties, projects, development and technical support.

CORE ACCOUNTABILITIES

Strategy:

- Contributes to the long-term viability and success of the School by identifying and researching information technology issues; contributing information, analysis, and recommendations to organization strategic thinking and direction;
- Provides technology vision and leadership including strategic and tactical planning aligned to the School’s strategy in support of future requirements and initiatives;
- Ensures integration and alignment of supporting infrastructure and processes with teaching and classroom technologies;
- Promote continuous improvement of information technology programs based on latest industry standards, best practices and trends; and
- Supports and keeps the Headmaster’s Cabinet up-to-date on technology opportunities and initiatives to help implement business objectives and strategies.

**Management:**

- Builds and manages an effective and high functioning IT team, including performance planning, to ensure efficient and high level of customer service;
- Develops and manages IT budget;
- Provides proactive leadership in the identification of potential issues, such as network and server infrastructure, single points of failure, and capacity planning for network bandwidth, storage requirements, messaging, websites, and other applications;
- Manages the design, development, implementation and maintenance of IT initiatives to provide effective and efficient technology systems;
- Ensures quality, accuracy, security, privacy and integrity of systems and data are maintained;
- Ensures ongoing development of the website and associated web properties adhere to design, accessibility and performance requirements; and
- Develops, evaluates and updates all IT policies and procedures in line with best practices.

Project Management:

- Manages and documents complex IT projects from design to implementation; and
- Plays a lead role and collaborates with management on IT related projects, analyzing business requirements, providing advice, guidance, and ensuring IT systems are secure and resources are utilized efficiently.

Infrastructure:

- Architects and maintains enterprise designs of the server environment, network, storage, local LAN/WAN and cloud infrastructure;
- Documents network infrastructure, as well as plans, designs and implements various enterprise infrastructure and educational applications and establishes applicable IT metrics;
- Monitors and responds to network, server, and security issues;
- Oversees the maintenance of all workstations, servers, software, processes and procedures relating to network performance and monitoring, and system security within the organization;
- Evaluates, purchases, and implements hardware and software as needed;
- Provides proactive network management by refining current monitoring and network management tools, reviewing log files, and fine tuning existing servers and resources for maximum performance and efficiency; and
- Performs related duties as required in keeping with the purpose and accountabilities of the job.

ACADEMIC / EDUCATIONAL REQUIREMENTS

- Bachelor's Degree in Information Systems, Computer Science, or equivalent.



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- Minimum 7 years of related supervisory experience including 3 to 5 years of management experience with progressive levels of responsibility;
- Experience in IT strategy development, implementation, project management and infrastructures;
- Expert-level experience with all facets of Windows, including Active Directory, Exchange, disaster recovery solutions and cloud services;
- Knowledge in network, data access, performance, scalability, security and reliability;
- Working knowledge of web and database technologies such as HTML, PHP, etc. and general webdatabase application architecture;
- Thorough knowledge and understanding of network security and protocols using best practices;
- Advanced knowledge of in-house, hybrid and cloud infrastructure solutions;
- Familiar with privacy legislation related to information technology and data management; and
- Strong understanding of the educational service model (independent schools is an advantage)

SKILLS

- Ability to work strategically, creatively and effectively to support management;
- Demonstrated strong analytical, interpersonal, organizational and time-management skills;
- Excellent verbal and written communication skills with proven ability to write and communicate technical concepts in user-level terminology and to create visual presentations;
- Customer-oriented when dealing with users;
- Ability to translate functional requirements into technical design specifications;
- Ability to work independently and to provide leadership within a team environment;
- Ability to manage priorities and meet deadlines; and
- Ability to manage the information technology capital and operating budgets.

OUR "MUST HAVES"

- Proven work ethic with utmost integrity
- Desire to excel and succeed
- Actively live and breathe the school culture and lifestyle
- Self-awareness, with a desire for constant self improvement (goal –oriented)
- Entrepreneurial spirit and an egoless nature
- Self motivated, passionate, empathetic, approachable
- Outgoing, energetic, upbeat and fun!

Please send cover letter and a letter of reference to Mary Beauchamp at mary.beauchamp@collingwood.org by March 24, 2017.

Only candidates invited for an interview will be contacted.



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