



Title: Director of Technology and eLearning

The School:

Opened in 2000, Stratford Hall is a non-profit, co-ed, non-denominational, independent K-12 school located in the heart of Vancouver. Through a continuum of International Baccalaureate (IB) programmes, we strive to create well-rounded students who are inquirers and critical thinkers that approach learning with a balanced and knowledgeable perspective. The school culture at Stratford Hall is unique and we work hard to uphold a strong sense of community with students, parents, faculty, staff and supporters as we pursue being a family in learning.

Position Rationale and Goal:

Provide overall direction, leadership and supervision of all aspects of the technology program at Stratford Hall in order to facilitate improved learning for students and faculty.

Ideal Candidate Profile and Qualifications:

Candidates for any position at the school are expected to possess:

- Fluent communication skills in English, both spoken and written.
- Strong organizational, communication, administrative and interpersonal skills.
- The ability to work both independently and collaboratively as part of a team.

For this position, the ideal candidate should possess:

- Undergraduate degree (Computer science or a related field is a bonus)
- Degree and/or teacher certification in a Computer/Media Education field (preferred)
- Teaching certificate and five years of successful classroom experience
- Previously demonstrated high performance as an effective team leader/manager/supervisor
- Previous experience as a Technology Director/Coordinator (preferred)
- Working knowledge of various educational, financial and administrative system applications in a PC/MAC LAN environment
- Familiarity with multi-platform LAN environments
- Programming ability in one or more of the following languages: Visual Basic, SQL, PHP, MySQL, HTML, CSS
- Experience managing cloud-based systems
- Experience managing system integration, change management and roll out

Department: Senior Leadership

Reports To: Head of School with input from Principals and Director of Finance & Operations

Supervises: Internal and external tech resource staff

Interfaces with: Majority of the school community from students and teachers, to parents and admin.



Key Responsibilities:

- Lead and coordinate the overall instructional technology programs in collaboration with Senior Leaders, IB Coordinators and other key personnel
- Facilitate the development of faculty instructional strategies that enhance curriculum integration, leverage the existing MYP and DP BYOD program and improve differentiation through the use of technology, possibly with a small teaching load and/or co-teaching through an integrated model
- Develop a personalized learning program utilizing technology to enhance the student experience and broaden the course offerings so that student can pursue their own areas of interest and/or passion.
- Assess school technology needs and collaborate with the Senior Leadership Team to develop K-12 strategic plans/priorities
- Plan and facilitate ongoing technology-related professional learning for faculty and staff, possibly including digital citizenship and internet safety
- Oversee the maintenance, development and review of all technology-based systems and resources
- Prepare an annual budget proposal for replacement and purchase of new equipment to support effective learning and school management
- Develop and implement a software selection and review process
- Develop and implement an equipment replacement plan
- Organize and direct responsibilities for Technology Support Staff, both internal and external
- Maintain professional contact with contractors for hardware and software maintenance
- Plan and facilitate training for administrative computer users
- Assumes full responsibility of the School’s LAN as the LAN Administrator
- Develop and implement disaster recovery procedures
- Manage the allocation and selection of Technology Support Staff
- Perform other such duties as assigned by the Head of School

Term of Employment:

Salary will be determined by the Head of School in conjunction with the Director of Finance and Operations and will be commensurate with the employee’s experience and training. Working hours are generally 8:00 AM – 4:00 PM, Monday to Friday, with additional hours and/or days as may be required on occasion; as a Senior Leadership position, the hours and days worked correspond to the responsibilities and tasks that are required that often extend beyond the regular day. All other terms of employment not covered in this job description are outlined in the employment contract and/or should be clarified prior to signing below.

Employee Signature: _____

Date: _____

Head of School Signature: _____

Date: _____

Copy Received: Employee initials here: _____