

**POSITION DESCRIPTION**

**POSITION TITLE: INFORMATION TECHNOLOGY TEACHER LEADER**

Reporting to the Superintendent/CEO, the primary role of Educational Technology Leader is to provide educational leadership in the development and implementation of a shared vision of digital learning to promote excellence and change in the instructional environment. Specifically relating to the curriculum, The IT Leader will work with teachers and school technology leaders to assist teachers in integrating technology as part of effective instruction and to promote student learning.

Staff will learn how to improve the use of technology to assess student learning, differentiate instruction and provide relevant and engaging learning experiences for students.

Additional responsibilities of the IT Leader include:

- The IT Leader will serve as the liaison between Maplewood and TMSD, and will provide ongoing Maplewood support for teachers, secretaries, and division office staff. This will include support related to EIS, provincial report cards, and gradebooks.
- The IT Leader will support staff and students in 21<sup>st</sup> century learning skills and educational technology, including the promotion of digital responsibility and citizenship. This will include in-classroom support where the IT Leader will work directly with students and staff.
- The IT Leader will collaborate with school division personnel to ensure that the hardware and school/divisional IT infrastructure facilitates the effective use of technology in schools and classrooms.
- Overseeing and supervising the Computer Technician(s) within TMSD, including working collaboratively with technician(s) to ensure priorities and scheduling best meet the needs of the schools and the division.
- Overseeing the ongoing development of the Division website while supporting others with their website areas.
- Providing training and support for division staff with technology needs.
- Serving as the divisional representative on provincial committees such as MAETL and ManAce.
- Overseeing the infrastructure and hardware in relation to the division video conference network.
- Facilitate division and school based workshops based on need/requests.
- Technology related training for teachers, student services, secretaries and division office staff.
- Serve as Chair of the ICT committee.
- Collaborate with division and school administration to integrate IT goals into the division plan and as part of divisional priorities.
- Prepare grant submissions as needed for any available IT grant initiatives.
- Remain current with regards to best practices in assessment, instruction, student learning, and cross-curricular learning as they relate to information technology.
- Assessment & Evaluation Processes and Philosophy
- Infusion of New Media Literacies and Digital Citizenship through Curriculum Outcomes.

Cross Reference:

Approval Date:

Policy Review Date:

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