

Network Coordinator

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| Portfolio: | IT Department |
| Reports Directly to: | Chief Financial Officer |
| Reports Indirectly to: | Director of Education |
| Direct Reports: | 6 Network Technician, Systems Analyst |
| Department/Location: | Technology /Good Spirit Education Complex – Yorkton, SK |
| Salary Range: | STF Grid |
| Last Updated: | June 1, 2018 |

Profile

Guided by Good Spirit School Division’s foundational statements, the Network Coordinator is an inspirational leader and an integral part of the Administrative Council team. The Network Coordinator must provide a full range of accessible, trusted, and technology services for the Division.

Leadership will be provided in the areas of technology services including purchasing, implementing, maintaining, networking, installing, managing, coordinating, licensing, vendor management, ensuring security, providing help desk and technology training, educational and business applications, Distributed Learning, special technology projects, VOIP, and liaising with Ministry and other divisions regarding IT matters.

This position will be a strategic thinker responsible for leading the technology team in developing and delivering a work plan linked to the Strategic Plan; development of strategies and processes to build strong stakeholder relationships, and promoting a healthy, productive and engaged work environment aligned with the Division’s Mission, Vision and Values. The Network Coordinator assists the Chief Financial Officer in fulfilling the general and specific aspects of their work and will represent the Division in an ethical, positive and professional manner. This position works toward 4 strategic focus and long-term goals: Student & Family; Internal Process; People Capacity and Financial Stewardship.

Without restricting the generality of the overview above, the Network Coordinator shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Student Well-Being

Role Expectations:

- RE 1.1 Provide for the protection of electronic student records in accordance with privacy legislation and division requirements, in order to ensure privacy.

Quality Indicators relative to student well-being:

- QI 1.1 Ensures the renewal of information technology infrastructure in order to support student learning needs and division operations.
- QI 1.2 Ensures compliance and protection of electronic student records in accordance with privacy legislation and division requirements, in order to ensure privacy.

2. Educational Leadership

Role Expectations:

- RE 2.1 Provides leadership in all matters relating to IT in the Division.
- RE 2.2 Implements IT policies established by the Minister and the IT directions provided in the AP Manual.
- RE 2.3 Providing technology support regarding data collection and analysis of student learning.
- RE 2.4 Provide Assistive Technology as requested to support student learning.

Quality Indicators relative to educational leadership:

- QI 2.1 Utilizes performance metrics for the purpose of monitoring and evaluating operational performance relative to student wellness.
- QI 2.2 The Technology Coordinator conducts an analysis of the impact of IT on student success and provide an annual report to the Deputy Director of Education.
- QI 2.3 The Technology Coordinator identifies trends and issues related to student IT use to inform the setting of yearly IT priorities and outcomes.

3. Fiscal Responsibility

Role Expectations:

- RE 3.1 Operates in a fiscally responsible manner, in Technology Services.
- RE. 3.2 Administer all Technology Services contracts and ensure compliance and appropriate performance.
- RE. 3.3 Monitors the areas of Technology Services and makes recommendations to the Deputy Director of Education Services, regarding continuous improvements in effectiveness and efficiency.

Quality Indicators relative to fiscal responsibility:

- QI 3.1 Monitors and reviews expenditures to ensure continuous improvement in terms of value for money in assigned areas of responsibility on a quarterly basis.
- QI 3.2 Makes recommendations to the Deputy Director of Education Services regarding the operating budget in regards to Technology Services.
- QI 3.3 Ensures division purchases in areas of assigned responsibility, are made in accordance with legislation, Board Policy and budget.

- QI 3.4 Meets regularly with contractors to review and assess performance against contractual and legislative requirements.
- QI 3.5 Ensures the Deputy Director of Education Services is informed on an ongoing basis about incurred and potential liabilities.

4. Personnel Management

Role Expectations:

- RE 4.1 Facilitate the selection of Data Administrator and Network Technicians.
- RE 4.2 Ensures effective evaluation and supervisory processes are developed and implemented to provide for growth and accountability
- RE 4.3 Provide direct supervision of the Technology Services department resulting in the achievement of prescribed technology outcomes.

Quality Indicators relative to personnel management:

- QI 4.1 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisory processes are developed and effectively implemented within areas of assigned responsibilities.
- QI 4.2 The Technology Coordinator models a commitment to personal and professional growth.
- QI 4.3 High standards of IT related professional improvement are fostered.
- QI 4.4 The Technology Coordinator models high ethical standards of conduct.
- QI 4.5 The Technology Coordinator implements assigned personnel related administrative procedures (section 400 of the AP manual).

5. Board Policy and Administrative Procedures

Role Expectations:

- RE 5.1 Make recommendations within areas of assigned responsibility, to the Deputy Director of Education Services, to ensure related Administrative Procedures are kept current and are in compliance as they relate to the Director's responsibilities as outlined in Board Policy

Quality Indicators relative to policy role:

- QI 5.1 Ensures recommendations of required revisions are made to the Deputy Director of Education Services in a timely manner with due regard for legislation, contracts and Board Policy within areas of responsibility.
- QI 5.2 Ensures compliance with Legislation, Board Policy and Administrative Procedures as required in the performance of duties.

6. Network Coordinator / Deputy Director of Education Services Relations

Role Expectations:

- RE 6.1 Establishes and maintains positive, professional working relations with the Deputy Director of Education Services in performance of her role.
- RE 6.2 Provides the information required for the Deputy Director of Education Services in performance of her role.
- RE 6.3 Performs all related duties as may be assigned by the Deputy Director of Education Services.

Quality Indicators relative to Network Coordinator / Deputy Director of Education Services relations:

- QI 6.1 Ensures proposed submissions for relevant agendas are made in a timely comprehensive manner and in accordance with the prescribed format. Such submissions shall contain balanced, sufficient, concise information and, where appropriate, clear recommendations. Such proposed submissions shall be made to the Deputy Director of Education Services as requested.
- QI 6.2 Ensures the Deputy Director of Education Services is informed about Division operations within areas of responsibility.
- QI 6.3 Interacts with the Deputy Director of Education Services in an open, honest, pro-active and professional manner.
- QI 6.4 Implements the Deputy Director of Education Services directions with integrity in a timely fashion, in order for the Deputy Director of Education Services to perform her duties in an exemplary fashion.

7. Strategic Planning & Reporting

Role Expectations:

- RE 7.1 Supports the strategic planning process.
- RE 7.2 Implements plans as approved.

Quality Indicators relative to strategic planning and reporting:

- QI 7.1 Provides IT support regarding the achievement of the key results identified in the Education Sector Strategic Plan (ESSP).
- QI 7.2 Reports at least annually on results achieved within areas of assigned responsibility.

8. Organizational Management

Role Expectations:

- RE 8.1 Ensures divisional compliance with all legislative, Ministry of Education and Board mandates (timelines and quality) within areas of responsibility.

Quality Indicators relative to organizational management:

- QI 8.1 Provides exemplary supervisory oversight for Technology Services staff.
- QI 8.2 Develops and implements effective controls to ensure the integrity of the information systems such that it protects student and staff information privacy.
- QI 8.3 Provides Technology Services quarterly performance summary reports to the Deputy Director of Education Services.
- QI 8.4 Provides support to Deputy Director of Education Services with respect to the preparation of the accountability report as it relates to Technology Services.
- QI 8.5 Manages staff so needs and requests are dealt with in timely manner in alignment with Board goals and priorities.

9. Communications and Community Relations

Role Expectations:

- RE 9.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained in areas of assigned responsibility in accordance with Division strategy and expectations.
- RE 9.2 Provides direction to ensure division web based media is utilized in an effective appropriate manner.

Quality Indicators relative to communications and community relations:

- QI 9.1 Represents the Division in a positive and professional manner.
- QI 9.2 Manages conflict effectively.
- QI 9.3 Oversee the management of school division websites and portal.
- QI 9.4 Ensures the appropriate use of school division social media.

10. Leadership Practices

Role Expectations:

- RE 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out assigned duties.
- RE 10.2 Develop performance metrics for the purpose of monitoring and evaluating operational performance areas of assigned responsibility.
- RE 10.3 Consistently act in accordance with the division value statements.

RE 10.4 Recognizes the sensitive nature and the impact of potential solutions on the Division and seeks input from the Deputy Director of Education Services.

Quality Indicators relative to leadership practices:

- QI 10.1 Provides guidance and clear directions.
- QI 10.2 Provides effective service and leadership within areas of responsibility.
- QI 10.3 Prepares and communicates decisions within areas of responsibility.
- QI 10.4 Establishes and maintains positive, professional working relationships with staff.
- QI 10.5 Unites people towards a common sense of purpose and alignment with Divisional goals in the provision of services within areas of assigned responsibility.
- QI 10.6 Demonstrates a high commitment to the needs of students.
- QI 10.7 Effectively solves problems.
- QI 10.8 Continuously reviews and improves practice, based on performance data.
- QI 10.9 Demonstrates a high commitment to the needs of employees.
- QI 10.10 Works collaboratively with other services to ensure the sharing of information as required within areas of responsibility.
- QI 10.11 Exhibits a high level of personal, professional and organizational integrity.
- QI 10.12 Models a commitment to personal and professional growth.
- QI 10.13 Empowers others.
- QI 10.14 Models high ethical standards of conduct.
- QI 10.15 Maintaining confidentiality at all times.
- QI 10.16 Maintaining current with required technology to effectively execute assigned duties.

Note: Leadership practices may be examined upon the direction of the Director. Normally leadership practices are self-monitored by the Network Coordinator.

Qualifications

Preferred qualifications include:

- University Degree in Computer Science or equivalent experience.
- Experience administering Windows servers in an enterprise environment, including SCCM, DPM, Office365 tenancy management and Azure.
- Experience working with virtualized servers.
- Experience with IBM/Lenovo servers (blade and standalone) and storage systems or demonstrated experience with similar non-IBM/Lenovo devices.
- Experience working with hybrid infrastructure.
- Demonstrated analytical skills for problem solving and trouble shooting.
- Demonstrated ability to work independently.

Knowledge, Skills and Abilities

Bachelor (4-year) degree, with a technical major, such as engineering or computer science, or equivalent experience.

Certifications and/or experience in the following will be considered an asset:

- Microsoft Server (various),
- Unix/Linux system administration,
- VMWare/Hyper-V,
- Cisco Telephony
- Veeam,
- Microsoft DPM
- Microsoft SCCM
- Office365 and Azure
- Networking or Firewalls
- Strong interpersonal skills with a proven ability to build trusting, collaborative work environments.
- Ability to deal with people sensitively and professionally always.
- Ability to lead change and people while building capacity for sustained improvement throughout the Division while ensuring this change aligns with the Division's Strategic Plan.
- Analytical with the ability to recognize areas of concern or opportunity for efficiencies.
- Demonstrated fiscal management skills and understanding of budgeting processes.
- Effective communication skills with the ability to forge positive relations with a variety of educational partners and employee groups.
- On-going commitment to personal professional growth and development.

Competencies

- Shows commitment to the organizational vision and foundational statements by acting in accordance with organizational expectations.
- Uses knowledge of the organization and business to solve issues and accomplish goals and strategies while complying with policies, procedures, and practices.
- Demonstrates effective organizational skills resulting in the organization's compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.

- Takes personal ownership and responsibility for the quality and timeliness of work and is expected to seek clarification on any matters of concern. Demonstrates reliability and integrity on a daily basis.
- Displays a positive attitude toward others, their work, schools and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviours with timely proactive responses.
- Respectful of the confidential nature of the position and will keep confidential any and all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*.
- Models a commitment to personal and professional growth with high ethical standards of conduct.

Working Conditions

- Out of Scope based on a 12- month calendar
- Valid Saskatchewan Drivers' License is required.
- Office at Good Spirit Education Complex

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| Approved by: | Supervisor Name | Keith Gervais |
| | Supervisor Title | Chief Financial Officer |
| | Signature | |
| | Date | |
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