

EDUCATIONAL TECHNOLOGY CONSULTANT ((0.7 FTE))

Position Title: Educational Technology Consultant

Reports To: Superintendent or Designate

Job Description: *To contribute to achieving the overall mission of the Fort La Bosse School Division by supporting and managing the implementation of the “Information and Communications Technology Integration Plan”, to assist with the enhancement of educational technology in the division as it relates to the delivery of programs to students, as well as the support of school-based administrative systems assisted by technology.*

Duties and Responsibilities:

1.00 To Develop and Implement:

- 1.01 Support for curricula as relates to the integration and application of technology skills for schools in Fort La Bosse (*K-8 Technology Skills Continuum*), and a communication of those curricula requirements to affected staff;
- 1.02 Professional Development opportunities for teachers and support staff in the integration and application of technology. The purpose of such training would be to increase the level of school-based expertise in using and integrating Information & Communications Technology Skills;
- 1.03 Support the acquisition of resource hardware and software to maximize the application and integration of Information & Communications Technologies in the teaching and learning environments in the school, as well as support of technological systems designed for administrative support at the school level. This will include the evaluation of technology support systems, research into system effectiveness, as well as the co-ordination of ordering acquisitions;
- 1.04 Support for administration and schools in the development of facilities to meet the needs of technology-supported instruction in Fort La Bosse School Division (ie.- computer labs, classroom centres, school resource centres, virtual learning centres, etc.);
- 1.05 Support for administration in the development of a plan for the utilization of Information & Communication Technologies in our school offices. This will include support for the requirements of the "Education Information System" (EIS), school-based administration systems (*Maplewood*), as well as school-based accounting systems (*CA\$H accounting*);
- 1.06 The chairing of the Technology Leadership Team and the ICT Integration Steering Committee;
- 1.07 Other duties as may be assigned.

2.00 To Assist:

- 2.01 Administration in the management of the Information & Communication Technologies Plan that would lead to the formation, implementation, and evaluation of policy related to technology.
- 2.02 The Board and Administration, via the ICT Integration Steering Committee, review the three year technology plan, on an annual basis.
- 2.03 Administration in the development and monitoring of budget, as that relates to educational technology, including the authority as described within policy to authorize expenditures in the budget areas designated;
- 2.04 Other areas as assigned.

3.00 To Educate/Inform:

- 3.01 By maintaining membership in appropriate professional associations (*eg.- C.E.C.M., Man.A.C.E., and the Provincial ICT Curriculum Development Committee*), and through the acquisition of personal professional development in the area of educational technology as provided by these professional associations and others;
- 3.02 Through the communication of appropriate information to students, staff, trustees, and others as necessary, to enhance the understanding of the role of technology in supporting teaching and learning;
- 3.03 By informing the Superintendent, education staff, and trustees of developments in the area of educational technology by preparing regular reports. These reports to be shared with the Curriculum Committee, the Fort La Bosse Administrators' Group, Technology Leadership Team, ICT Integration Steering Committee, and other groups on an as-needed basis;
- 3.04 By representing the Superintendent at related meetings as requested;
- 3.05 Other duties as assigned.

4.00 Relationships:

- 4.01 The Educational Technology Consultant will communicate, in as much as possible, on an ongoing basis with school staff and administration in Fort La Bosse School Division via;
 - *Contact with schools as needed to:*
 - *Aide/advise as part of school planning for technology;*
 - *Discuss issues of concern to principals and staff;*
 - *Cordinate/promote P.D. Opportunities in Technology (Pathfinder/Mentor programs);*
 - *Provide advice/support for specialized division software (EIS, Maplewood);*
 - *Demonstrate/showcase new technologies and their application in education;*
 - *Regular electronic contact (via email, group mailings, forwards, web links, etc.).*
 - *Being available during regularly scheduled office times, and via phone when out of the office.*

- 4.02 The Educational Technology Consultant will communicate on an ongoing basis with the Computer Technician for Fort La Bosse School Division;
- 4.03 The Educational Technology Consultant will communicate, and work in partnership with the Coordinator of Curriculum for Fort La Bosse SD, on an ongoing basis;
- 4.04 The Educational Technology Consultant will communicate as needed with the Coordinator of Special Services for Fort La Bosse SD;
- 4.05 The Educational Technology Consultant will work closely with the Superintendent of Schools to evaluate the performance of tasks related to this job description, prepared by the Superintendent for presentation to the Curriculum Committee on a regular basis.

NOTE: Please reference the "Information and Communications Technology Integration Plan" for more specific descriptions of roles and responsibilities for the Educational Technology Consultant.

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