## POSITION DESCRIPTION

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| **Position Title:** | Director of Information Technology | **Agreed by employee:** |  |
| **Business Unit:** |  | **Approved by immediate manager:** |  |
| **Strategic Business Unit:** | Twin Countries STREAM Academy | **Approved by MHR:** |  |
| **Location:** |  | **Position Band:** |  |
| **Reports to:** | Director | **Date Prepared:** |  |
| **Direct Reports:** | CEO | **Evaluation Date:** |  |

## JOB PURPOSE

As the Director of Information Technology at Twin Countries STREAM Academy, you will be at the forefront of transforming education through technology. This leadership position requires a strategic thinker with a passion for leveraging technology to enhance teaching, learning, and operational efficiency. If you are ready to play a key role in shaping the future of education, we invite you to join our innovative team.

## KEY FUNCTIONS AND RESPONSIBILITIES

**General Responsibilities**

1. **Strategic Technology Planning:**
   * Develop and execute a comprehensive technology plan aligned with the academy's mission and educational objectives.
   * Identify emerging technologies and trends to enhance the academy's technological capabilities.
2. **Infrastructure Management:**
   * Oversee the design, implementation, and maintenance of a robust and secure IT infrastructure.
   * Ensure the reliability, security, and scalability of the academy's technology systems.
3. **Technology Integration:**
   * Collaborate with educators to integrate technology seamlessly into the curriculum, enhancing the teaching and learning experience.
   * Provide guidance on the effective use of technology tools to support educational goals.
4. **Cybersecurity Oversight:**
   * Implement and manage advanced cybersecurity measures to safeguard sensitive information and digital assets.
   * Stay current with cybersecurity threats and proactively address potential risks.
5. **Data Management:**
   * Develop and enforce policies for efficient data management, storage, retrieval, and analysis.
   * Ensure compliance with relevant data protection and privacy regulations.
6. **Digital Learning Platforms:**
   * Evaluate, select, and implement cutting-edge digital learning platforms and tools.
   * Train educators and staff on the effective use of digital tools to enhance the educational experience.
7. **IT Support Services:**
   * Lead and mentor the IT support team, ensuring prompt and effective resolution of technical issues for students, faculty, and staff.
8. **Emerging Technologies:**
   * Stay informed about emerging technologies relevant to education.
9. **Budget Management:**
   * Develop and manage the IT budget, ensuring cost-effective solutions that align with the academy's strategic objectives.
   * Explore opportunities for technology grants and funding.
10. **Professional Development:**
    * Coordinate and provide professional development opportunities for staff to enhance their technology skills and stay abreast of industry best practices.
    * Foster a culture of continuous learning and innovation within the IT department.

**Knowledge and Skills Required**

1. **Proven Experience:**
   * Extensive experience in leadership roles within information technology, preferably in an educational setting.
   * Proven track record of successfully implementing technology initiatives that enhance educational outcomes.
2. **Technical Skills:**
   * Strong understanding of IT infrastructure, cybersecurity, and data management best practices.
   * Familiarity with educational technology trends and digital learning platforms.
3. **Leadership Skills:**
   * Strong leadership and team management skills with the ability to inspire and guide a team toward achieving strategic goals.
   * Excellent communication and interpersonal skills, with the ability to convey complex technical information to non-technical stakeholders.
4. **Collaborative Approach:**
   * Proven ability to collaborate with diverse stakeholders, including educators, administrators, and external vendors.
   * Strategic thinking and problem-solving ability to address challenges and seize opportunities.

**Qualifications**

* **Bachelor's or Master's degree in Information Technology, Computer Science, or a related field.**