



Information Technology (IT) Consultant Administrative Procedure 2.B.215

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: March 2012

Date Amended: January 2021, December 2024

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

The IT Consultant is responsible for making recommendations regarding the implementation and maintenance of all IT services for the school division and works under the supervision of the Superintendent.

RESPONSIBILITIES AND DUTIES

1. Provide leadership and recommendations for IT direction and planning.
2. Ensure Divisional enterprise network is reliable and operating effectively.
3. Attend relevant committee meetings as directed by the Superintendent.
4. Communicate with Principals or designates in each school to ensure ICT support needs are met.
5. Assist in the recruitment & training; provide direction and support to the IT Support Technician.
6. Primary contact for Student Information Systems, Learning Management Systems, and all other Information Systems.
7. Direct the planning and implementation of complex projects, network technologies and infrastructure, upgrades, and modifications.
8. Coordinate the purchase of parts, services, supplies, and equipment related to IT.
9. Respond to central office and school requests for technical support as required.
10. Research and become familiar with emerging technologies.
11. Create and maintain an effective Disaster Recovery Plan.
12. Investigate hardware and software solutions and determine if appropriate.
13. Build relationships with contacts from vendors and other school divisions.

14. Make recommendations for IT budget and monitor IT expenditures.
15. Make recommendations re: management of Divisional technology assets.
16. Administer divisional policies related to IT.
17. Assist in professional learning for staff regarding ICT as directed Superintendent's Department.
18. Design, install, configure, maintain, and administer Divisional enterprise network and Divisional WiFi network.
19. Administer divisional firewall appliance, content filter, and VPN.
20. Identify, resolve, and prevent network security issues.
21. Install, maintain, troubleshoot, and repair Divisional network hardware and software including managed network switches and routers.
22. Utilize server virtualization technologies to maximize efficiencies in the data center.
23. Build and maintain Division Active Directory, e-mail and messaging server, web server.
25. Create and maintain user account information including rights, security, and systems groups.
26. Install new software releases, system upgrades, and patches on servers.
27. Design and carryout backup and recovery strategies of all servers.
28. Create web-based applications and forms as required.
29. Install, maintain, troubleshoot, and repair diverse system and application software supporting Divisional technology.
30. Test and evaluate hardware and software in view of recommending appropriate purchases.
31. Be on call during off-hours to respond to network and server outages.
32. Build Divisional standardized server and workstation system images.
33. Remotely deploy software applications to workstations.
34. Ensure server and workstation software is patched and up to date.
35. Develop and process Requests for Proposals and tender purchases.
36. Design, implement and administer school paging/intercom systems, video surveillance systems and VOIP telephone systems.
37. Develop and maintain data systems related to student learning and behavior indicators.

SKILLS / QUALIFICATIONS

- Demonstrated analytical and problem-solving ability.
- Ability to prioritize activities and organize time effectively.
- Proven interpersonal Skills.
- Strong oral and written communication skills.
- Ability to work both independently and cooperatively as a team member.

- Ability to work with highly confidential information.
- Knowledge of industry standards and best practices.

EMPLOYMENT REQUIREMENTS

- Bachelor's degree in computer science or a suitable combination of training and experience.
- Minimum of five (5) years directly related experience in a leadership position in an Information Services Department.
- Minimum of three (3) years of network administration experience in corporate or education environments.
- Demonstrated ability to plan and implement major IT projects.
- Extensive experience in diagnosing and rectifying network, hardware, and software issues.
- Must have and maintain a valid Class 5 Manitoba driver's license.