



Kinooomaadziwin Education Body
INFORMATION TECHNOLOGY & INFORMATION SYSTEM MANAGER
Employment Opportunity (*Full-time, permanent*)

SUMMARY

The Information Technology & Information System (IT & IS) Manager reports to the Director of Education and manages the administration and operation of the information technology and information system for the KEB, which includes planning, coordinating, and directing all IT & IS related activities for the KEB.

DUTIES AND RESPONSIBILITIES

- Manage all aspects of the Information Technology and Information System functions for the KEB.
- Manage the implementation and support of technology systems and networks.
- Schedule upgrades, installation, and security backups of hardware and software systems for the KEB.
- Participate in annual strategic planning processes for IT and IS.
- Research new and changing technologies (for example, Virtual).
- Assist in the training, development and implementation of initiatives related to AES school and student data and information.
- Implement best practices for delivering and implementing security policies, information services, and technical support.
- Advise and support the Director of Education on matters of information technology and student information systems.
- Attend educational meetings with various Anishinabek Education System partners to provide updates, conduct presentations, and collect feedback from various audiences.
- Manage budgets and expenses of projects related to information technology and information systems.
- Manage IT staff on maintaining, upgrading, and securing KEB network and technology infrastructure.
- Manage IS staff on the collection, development, and implementation of effective and responsive processes for data collection, retention, use, management, disclosure, and disposal.

EDUCATION & EXPERIENCE

- Post-secondary degree in computer sciences, information technology, and/or information systems. Master's degree would be an asset.
- Minimum of 5 years of relevant experience in systems analysis, data administration, software engineering, network design, information technology, and/or computer programming.
- At least 3 years of managerial or supervisory experience.
- Proficient knowledge and experience of computer hardware and software systems and programs; computer networks, network administration and network installation.

- Knowledge of FortiGate, Veeam, Windows 10 and 11, Microsoft 365 (E3), including SharePoint and OneDrive, Networking, and Lenovo computer systems, among others.
- The ability to install and administer computer hardware, software, and networks.
- Knowledge and experience in data encryption and data privacy regulations.
- Knowledge of student management information systems (i.e. PowerSchool).
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.).
- Ability to work in a team environment and independently.
- Outstanding organizational and time-management abilities.
- Excellent communication and interpersonal skills.
- Strong troubleshooting, analytical, and problem-solving skills.
- Strong ethics, dependability, and reliability.
- Flexibility and adaptability to changing circumstances.
- Ability to travel and valid driver's license.
- Satisfactory criminal records check.

HOURS OF WORK

The hours of employment will be between 8:30 am and 4:30 pm, with a one-hour break for lunch. However, the nature of this position is such that some overtime will be required (such as, on weekends and/or during the evenings).

Preference will be given to:

- members of the Participating First Nations or those of Indigenous ancestry,
- candidates who can speak Anishinaabemowin or Lunaape or have a willingness to learn.

The successful candidate will be required to submit satisfactory criminal records check and comply with KEB personnel, financial, and other policies.

LOCATION

This position is based out of the KEB head office located on Nipissing First Nation at Suite 100-132 Osprey Miikan North Bay, ON P1B 8G5.

SALARY

\$87,977.00 to \$131,966.00

CLOSING DATE

Applications for this position will be accepted until **4:30 p.m. on Friday, May 3, 2024**. Interviews will take place the week of **May 6 to 10, 2024**. Only applicants selected for an interview will be contacted.

APPLICATIONS

Please submit your resume, cover letter, and three work related references to:

Colleen Sheriff
Human Resources Officer
Kinoomaadziwin Education Body
Suite 100-132 Osprey Miikan North Bay, ON P1B 8G5
kebhr@a-e-s.ca 807-889-1260