

SYSTEMS & EDUCATIONAL TECHNOLOGY LEAD

Authority

The Systems & Education Technology Lead works under the supervisory function of the Digital Learning Environment Manager, who, in turn, reports to the Director of Organizational Management and Technology.

Purpose

The Systems & Educational Technology Lead's (SETL) primary responsibilities include leading development and implementation of technology projects as part of MFNERC's Digital Learning Environment. The SETL may manage several projects simultaneously, including the ongoing implementation of the Student Information System (SIS). Working under the direction of the Digital Learning Environment Manager the SETL will lead all training and implementation efforts including the management of trainers and the direct communication with schools and communities receiving these technologies. Through the development of good working relationships and strong continued dialogue with stakeholders in the MFNERC-supported schools, the SETL will ensure successful implementations and training.

Specific Responsibilities

- Acquire/maintain expert knowledge of SIS and other department tools integrated to the ecosystem through ongoing training and engagement within the MFNERC-supported schools;
- Oversee the scheduling of SIS training within MFNERC-supported schools;
- Oversee the scheduling of software training initiatives within MFNERC-supported schools;
- Create, publish, and monitor master training schedules;
- Recommend/develop ongoing training model for staff, serves as mentor/trainer for staff;
- Develop comprehensive training and support plans;
- Liaise between schools and MFNERC – primary contact within MFNERC for:
 - Student Information System and related matters;
 - Digital systems implementation and support;
 - Business tools training;
- Manage the integration of vendor tasks and track and review vendor deliverables;
- Develop a process for change requests i.e., customizations of software and manage change requests;
- Develop school engagement strategies in conjunction with the team;
- Provide input in the ongoing development of a communication strategy for software deployment and support;
- Provide technical and analytical guidance to the project team;

- Responsible for presenting project management options for the tools and applications, including process gaps, related issues and challenges identified from implementation and/or training, and others in determining best practices and pathways for successful engagement and implementation;
- Ensure accurate and timely reporting, prepare contents for MFNERC reports (monthly, midyear, annual, SRTS, and ad hoc reports);
- Other Duties as assigned.

Qualifications

Education & Experience

- Minimum Bachelor of Education Degree (experience in school administration preferred)
- Preferred five years in an educational technology or leadership role;
- Experienced user, system implementation, and administrator of educational technology systems (e.g. SIS);
- Experience in leading and motivating a team;
- Excellent communications skills;
- Strong computer, hardware, software, and analytical skills;
- Proven ability to assess business needs and translate them into relevant solutions;
- Strong understanding and knowledge of the principles and practices associated with educational technology and administration;
- Experience installing, configuring, documenting, testing, training, and implementing new applications and systems;
- Excellent personal skills;
- Experience with multiple eLearning apps, tools, and practices with the ability to make recommendations (ClassLink, Brightspace, Kaltura, Microsoft Teams preferred);
- Ability to manage various projects in a fast-paced, deadline-driven environment;
- Ability to learn and implement new technologies as needed;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Excellent verbal and written communication skills in technical and plain language writing;
- Demonstrated commitment to high-quality work;
- Well organized with attention to detail and follow-through;
- Professional behaviour that personify a strong work ethic;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Experience working with First Nations in the field of education would be preferred;
- Knowledge of Manitoba First Nations education development and reforms and socio-economic conditions of First Nation communities;
- Fluency in a First Nations language is considered an asset;
- Valid Class 5 Driver's License;
- Flexible to travel occasionally to MFNERC member schools throughout Manitoba;

- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by **4:00 p.m. on May 23, 2022** to:

**Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: employment@mfnerc.com | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com

Posted: May 9, 2022