



KEE TAS KEE NOW TRIBAL COUNCIL EDUCATION AUTHORITY

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JOB ADVERTISEMENT: I.T. Manager / Learning Technology Coach

Position Overview

The KEE TAS KEE NOW TRIBAL COUNCIL EDUCATION AUTHORITY (KTCEA) is looking for an I.T. Manager/ Learning Technology Coach to perform exploratory, setup and maintenance work to support the Authority's staff, school staff, and students. The manager/coach will support and maintain various extant education technologies as well as evaluate newer technologies to determine their fit for the programs' needs, especially to bring together distributed groups of students and enable them to share their learning experiences with one another.

Coaches will be working in co-operation with faculty and staff in the schools, as well as with members of the Northland School Division No 61, KTCEA administration, school staff and students, and potentially other parties to meet the goals of this job. They will also become part of a broader community of Northern Alberta's various Second Level Services, Learning Services Teams, and Learning Technologies coaches for further professional development and support, and to share expertise across the KTCEA and surrounding region.

The I.T Manager / Learning Technology Coach will be supervised by the Technology Specialist and the KTCEA Superintendent.

Position Description

Qualifications

To be successful in this role, the coach must be skilled in a variety of ways, including problem solving, communication skills, organization skills, and learning and experimenting in new software systems. The ideal qualifications for this role include:

- Proven ability to adapt and learn new procedures and software programs
- Capacity to be diplomatic and proactive at solving problems
- Ability to interpret the needs of teachers, school staff, KTCEA staff, KTCEA students, and various instructors, and to resolve problems
- Capacity to work in a team-oriented environment
- Strong oral and written communication skills
- Excellent organizational skills
- Should be very familiar with computers and network hardware, software, and other classroom technologies such as smartboards, chrome books, tablets, video conference equipment, etc.

- Should be comfortable with public speaking, speaking with small and large groups, one on one conversations both online and in person

Applicants should be experienced professionals who have worked in an educational environment. The need to fill this job is immediate and ongoing therefore we are looking for someone that will be available to start well before the end of the current school year, the sooner the better.

Time Commitment

The manager/coach can expect to work an average of 40 hours per week typically with a 4 to 6 week summer break. Hours will not be limited to, but typically are from 8am to 4pm Monday to Friday and the occasional weekend.

How To Apply

Please send a one-page cover letter and two-page resume highlighting relevant education and work experience to Veronica Thunder:

veronica.thunder@ktcea.ca

Applications will be reviewed as they are submitted. Deadline to submit is **May 10th, 2017**.

About KTCEA

KEE TAS KEE NOW TRIBAL COUNCIL consists of five First Nations: Woodland Cree, Lubicon, Loon River, Peerless-Trout, and Atikameg (Whitefish). KEE TAS KEE NOW translates to “Our Land”. The name itself is an indicator of the pride our member communities and all the staff employed throughout feel for the area.

KTCEA is located in an area of Northern Alberta approximately 3.5 hours' drive north of Edmonton, bounded between Peace River, Red Earth Creek, Slave Lake and High Prairie. There are six K-12 schools located in six First Nation communities and an additional two K-6 and two K-9 schools that are part of our partnership with Northland School Division No 61, located approximately a one hour drive to the south. The region is predominantly Boreal forest and farms. The forest and the many lakes and rivers offer outdoor adventure possibilities. A number of regional historical museums and recreational facilities such as swimming pools, ski hills, bowling alleys, campgrounds, conservation areas, etc. are peppered throughout our land. The primary industries are oil and gas, forestry, and all of their supporting companies combined with retail, restaurants, schools, health facilities, etc. offer a well-rounded array of opportunities for anyone coming to the area.

Although KTCEA has existed for a number of years as a pilot project, it is a newly formed Education Authority, the second in Canada, the first in Alberta, and as such is still in the process of defining, creating and organizing itself. This is an exciting ground floor opportunity to get involved in something very new and very important. Our students and community members are wonderful, friendly people who will open their communities and share stories and knowledge about the area and its people.

KTCEA believes that a respectful workplace, equal opportunity and building a diverse workforce contribute to the richness of the environment for teaching, learning and research, and provide faculty, staff, students and the public with an organization that reflects the society it serves. We encourage all qualified applicants to apply, however preference will be given to any First Nation, Metis, Inuit applicants especially those from our region followed by all other Canadian Citizens.