

## **HIRING COMPETITION**

### **MANAGER OF INFORMATION TECHNOLOGY & CORPORATE PLANNING**

**(Full Time Permanent 12 Months)**

**Salary range: \$120,146 - \$146,133**

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#### **General Information:**

- Reporting to the Superintendent of Business, the Manager of Information Technology and Corporate Planning leads the Board's technology strategy and corporate planning function. The role oversees IT operations, including team leadership, technology procurement, and budget administration, while collaborating with academic and administrative leaders to implement solutions that support modern learning environments.
- On the planning side, the Manager provides accurate enrollment data and projections to guide staffing, budgeting, capital planning, and school utilization. The position also manages Ministry reporting ensuring compliance and supporting strategic and operational decision-making.

#### **Job Responsibilities:**

- **Lead IT Department:** Oversee and mentor the technology team, set departmental goals, and ensure adherence to policies and standards. Provide technical leadership, manage staff performance, and coordinate IT-related projects.
- **IT Infrastructure Management:** Develop and implement processes for network security, system design, deployment, and support. Maintain quality of service for hardware, software, networking, and security systems, including data centers, wireless services, classroom technology, and security cameras.
- **Technology Procurement & Budgeting:** Forecast requirements, prepare and manage annual budgets, and lead procurement of technology solutions. Ensure compliance with best practices and public sector procurement standards. Manage vendor relationships and contracts for IT equipment and services.
- **Strategic Planning & Reporting:** Develop and maintain a strategic vision for technology use across the Board. Oversee enrolment reporting and projections for financial, staffing, and facility planning. Prepare statistical and information reports for internal and external stakeholders.
- **Risk Management & Security:** Audit and monitor cybersecurity, conduct gap analyses, and implement risk mitigation strategies. Lead disaster recovery and business continuity

planning. Ensure compliance with privacy and information standards, including FOI requests and data retention.

- **Leadership & Innovation:** Support organizational effectiveness by delivering strategic IT and corporate planning initiatives. Provide insights for decision-making and foster a culture of accountability and innovation within the team.
- **Board Partnerships & Contracts:** Manage board partnerships and contracts, including utilization of schools, community use, and lease agreements. Collaborate with internal and external stakeholders to maximize facility usage and support community initiatives.
- **Professional Development & Collaboration:** Stay current with technology trends and Ontario regulations. Liaise with other school boards and agencies to share best practices and resources.
- **Other Duties:** Perform additional responsibilities as assigned to support the Board's strategic plan.

### **Qualifications: Minimum Requirements**

- **Education:**
  - Degree in Computer Science, Software Engineering, or Management Information Systems.
- **Experience:**
  - At least 10 years of progressive related experience in Ontario K-12 school board IT administration.
  - Minimum 5 years of IT staff supervision or management experience.
- **Certifications:**
  - CompTIA, Microsoft, Cisco, and/or VMWare IT certifications.
  - Valid Driver's License.
- **Job-Specific Skills:**
  - Strong knowledge of data and voice networks, systems administration, network security, disaster recovery, software/hardware, and cloud services.
  - Proficiency with spreadsheets, reporting tools, and data presentation applications.
  - Initiative and sound decision-making skills.
  - Excellent planning, organizational, multitasking, and time management abilities.
  - High attention to detail.
  - Effective verbal and written communication, including presentation skills.
  - Advanced risk mitigation experience.
  - Strong critical thinking skills.

### **Qualifications: Preferred**

- **Experience:**
  - IT operations management, software development, database administration, and project management.
  - Financial budgeting, planning, forecasting, and auditing.
- **Certifications:**
  - PL-SQL or T-SQL DBA and/or developer certifications.

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## **Application Procedure:**

We welcome applications from all qualified candidates

Applicants must submit a cover letter and detailed résumé, along with names and email addresses of two (2) references that may be contacted. References are to be listed on a **Reference Check Consent Form** that can be found on the Board's website under the Careers tab. Applications are to be emailed to [hr@lakeheadschoools.ca](mailto:hr@lakeheadschoools.ca) by **4:00pm on Friday, October 9, 2026**.

Lakehead District School Board thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Offer of employment is conditional upon the successful candidate providing a current, original Police Record Check. This document does not need to be included in your application package.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at [hr@lakeheadschoools.ca](mailto:hr@lakeheadschoools.ca) so appropriate arrangements may be made.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

***We thank you for your application! Only those selected for an interview will be contacted.***