



Director Of Technology

Reporting to the Chief Financial and Operating Officer, the Director of Technology will work in partnership with the senior leadership team to lead the strategic planning, execution, and continuous evolution of technology initiatives across the school. The Director will champion digital transformation efforts, including the integration of artificial intelligence (AI), data analytics, and intelligent systems to enhance teaching, learning, and operational efficiency. This role also oversees the day to day operation of our Information Technology department, which includes infrastructure, system administration, networks, user support and helpdesk functions.

To apply, please visit our [Careers Page](#) or email your resume/CV and cover letter to recruitment@shawnigan.ca. Position closes when filled.

This full-time position has an ideal start date of August 2025, though a later start may be considered. We offer a [competitive compensation package](#) within a nurturing, family-friendly workplace. The annual salary range for this role is \$120,000 to \$185,000.


KEY RESPONSIBILITIES

Strategic Leadership

- Develop and implement a 3–5-year Technology and AI Strategic Plan, aligned with the school's broader strategic priorities.
- Serve as a thought partner to the senior leadership team, bringing a strategic lens to the use of AI, automation, and data-driven decision-making in education, administration, and operations.
- Lead school-wide technology visioning, including AI policy development, the ethical and responsible use of AI agents, and the adoption of emerging technologies.
- Foster cross-departmental innovation by proactively identifying opportunities where AI and analytics can improve workflows, student engagement, and resource optimization.

Operational Oversight

- Oversee all IT systems, infrastructure, and platforms, including digital safety measures such as content filtering, cybersecurity, and monitoring, while driving the adoption of AI-powered tools (e.g. intelligent CRM, adaptive learning systems, automated workflows).

- 
- Ensure technology use aligns with student safety, privacy, and legal standards by collaborating with Safe School Coordinators and supporting the School's child protection framework.
 - Coordinate with Administration, Operations, and Education department leaders to ensure systems are integrated and enhanced by data insights and intelligent automation.
 - Develop, maintain, and educate all staff on technology policies and procedures to ensure the School is following best practices.
 - Continuously evaluate and assess new technology and AI solutions that contribute to organizational agility.
 - Develop and manage the technology budget for the School, with support from the Manager of IT, and negotiate and administer vendor and consultant contracts and service arrangements.

Academic Integration

- Partner with the academic leadership and the Academic Technologist to explore AI-powered educational tools to integrate into teaching and learning.
- Support the professional development of faculty in leveraging generative AI and data tools to innovate in curriculum design and pedagogy.
- Promote student centered development in AI literacy and data ethics, preparing them for a technology rich world.

Risk & Cybersecurity


- Lead the development and enforcement of policies around ethical AI use, algorithmic transparency, and privacy in AI systems.
- Develop and oversee cybersecurity strategies and incident response planning, ensuring measures evolve to address AI-specific threats.
- Maintain robust compliance with data protection laws, particularly in the use of AI for personalization or automation, and establish and review policies on responsible AI use, acceptable use, and digital tools.
- Responsible for the security, privacy, and integrity of systems and data and act as the School's Privacy Officer.

Team Leadership & Culture

- Inspire a culture of innovation, digital curiosity, and responsible experimentation across all departments.
- Serve as a visible leader in cross-functional initiatives, championing AI-enabled transformation across the school.
- Mentor team members in AI readiness and data fluency, building capacity within IT and among staff to adapt to future technologies.

REQUIREMENTS

- Legally entitled to work in Canada or if not, receive all appropriate visa and permissions to legally work in Canada.
- Bachelor's degree in Computer Science, Information Systems, Educational Technology, or a related field; Master's an asset.

- 
- Minimum of 7 years of progressive leadership in IT or EdTech, with a track record of leading digital transformation and AI adoption.
 - Deep understanding of IT infrastructure, AI, and enterprise analytics tools and platforms.
 - Exceptional communicator, relationship builder, and visionary thinker with the ability to balance innovation, risk, and impact in a fast-evolving technology landscape.
 - Demonstrated ability to evaluate, implement, and manage AI tools in an education or enterprise environment.

OUR SCHOOL

[Shawnigan Lake School](#) is a leading independent co-educational boarding school for ages 12-18 (grades 8-12) on Canada's beautiful west coast. Our world-class facilities situated on a stunning 270-acre campus include ten boarding houses, a theatre, film lab, an observatory, salmon hatchery, rowing crew house on the lake, dance studio, state of the art Learning Commons and Library, recording studio, and robotics lab. Our diverse, inter-disciplinary and innovative programming helps shape the next generation of global leaders.

Shawnigan Lake School is committed to [safeguarding](#) and promoting the welfare of children and young people and expects all staff (and volunteers) to share this commitment. Candidates will be required to undergo child protection screening appropriate to the post, including checks with previous employers and a vulnerable sector criminal record check.

Shawnigan Lake School is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.