

**Woodland Cree First Nation Education Authority (WCFNEA)**

General Delivery, Cadotte Lake, Alberta T0H 0N0

[www.wcfnea.ca](http://www.wcfnea.ca)

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## Schedule A

**Position Title**

Director of Digital Learning & Innovation

**Reports To**

Director of Education (or designate)

**Employment Classification**

Management / Exempt

**Location**

Cadotte Lake School and associated WCFNEA learning environments (in-person, virtual, and hybrid)

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### Position Summary

The Director of Digital Learning & Innovation provides strategic leadership, oversight, and system-wide coordination of information technology services, digital and online learning, and the ethical integration of artificial intelligence (AI) as a learning and instructional support tool across Woodland Cree First Nation Education Authority schools and programs.

This role is responsible for ensuring that technology, digital learning systems, and emerging AI tools are aligned with WCFNEA's educational vision, Cree values, Treaty-based education commitments, Alberta Education requirements, and best practices in Indigenous education, student safety, and data stewardship.

The Director leads innovation while ensuring operational stability, cybersecurity, and staff capacity-building, supporting educators, administrators, and learners to confidently and responsibly use digital tools to enhance teaching, learning, and organizational effectiveness.

## Key Responsibilities

### 1. Strategic Leadership & Systems Innovation

- Provide vision and leadership for digital learning, educational technology, and innovation across WCFNEA.
  - Develop and implement a multi-year Digital Learning and Innovation Strategy aligned with WCFNEA priorities and community values.
  - Advise senior leadership on emerging trends in education technology, AI, online learning, and digital pedagogy.
  - Ensure technology investments support student achievement, staff effectiveness, and long-term system sustainability.
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### 2. Information Technology & Digital Infrastructure Oversight

- Oversee all IT systems and services, including networks, hardware, software, cybersecurity, data storage, and device management.
  - Ensure reliable, secure, and equitable access to digital tools for students and staff.
  - Manage vendor relationships, service contracts, licensing, and procurement related to IT and digital platforms.
  - Establish and monitor cybersecurity, privacy, and data protection practices in alignment with legislation and best practice.
  - Lead risk management related to technology systems and digital operations.
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### 3. Digital & Online Learning Oversight

- Oversee the design, implementation, and quality assurance of online, blended, and virtual learning models.
- Ensure digital instruction aligns with Alberta curriculum, assessment requirements, and WCFNEA instructional priorities.
- Support school leaders and teachers in effective use of learning management systems (LMS) and digital instructional tools.
- Monitor student engagement, access, and outcomes in online and blended learning environments.

#### 4. Artificial Intelligence (AI) Integration & Policy Development

- Lead the development, implementation, and regular review of WCFNEA policies and guidelines governing the ethical, responsible, and culturally grounded use of AI in education.
  - Establish clear expectations for AI use by students, staff, and administrators, including academic integrity, assessment, privacy, and data governance.
  - Evaluate and approve AI-enabled tools and platforms for instructional and operational use.
  - Ensure AI integration supports learning, creativity, accessibility, and staff efficiency while safeguarding students and communities.
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#### 5. Staff Leadership, Training & Capacity-Building

- Provide ongoing leadership, professional learning, and coaching to teachers, administrators, and support staff related to:
    - Digital literacy and citizenship
    - Online and blended instructional strategies
    - AI-supported teaching and learning
    - Responsible and ethical technology use
  - Design and deliver system-wide training plans to build staff confidence and competence with digital tools and AI.
  - Foster a culture of continuous learning, innovation, and shared responsibility for digital transformation.
  - Support schools in change management related to new technologies and instructional approaches.
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#### 6. Curriculum Alignment & Instructional Support

- Ensure technology and digital tools are intentionally aligned with curriculum outcomes and instructional goals.
- Collaborate with instructional leaders to integrate digital and AI-supported approaches into teaching, assessment, and reporting practices.
- Promote culturally responsive, inclusive, and accessible digital learning experiences that reflect Cree knowledge, language, and ways of knowing.

## 7. Policy, Compliance & Governance

- Develop, review, and maintain policies, procedures, and standards related to IT, digital learning, online instruction, and AI use.
  - Ensure compliance with Alberta Education requirements, ISC expectations, privacy legislation, and WCFNEA governance policies.
  - Prepare reports, recommendations, and briefing materials for senior leadership and governance bodies as required.
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## 8. Collaboration & Community Engagement

- Work collaboratively with school administrators, teachers, Elders, students, families, and external partners.
- Represent WCFNEA in regional, provincial, or national forums related to digital learning, AI, and educational innovation.
- Build partnerships that enhance digital learning opportunities while respecting community values and priorities.

## Knowledge, Skills & Competencies

- Strategic thinking and systems leadership
  - Strong understanding of digital pedagogy and instructional design
  - Knowledge of AI, emerging technologies, and ethical technology use
  - Ability to translate complex technical concepts into practical guidance
  - Excellent communication, facilitation, and leadership skills
  - Commitment to Cree values, Treaty-based education, and community-centered approaches
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## Working Conditions

- Combination of office, school-based, and virtual work environments.
- Occasional travel for meetings, training, or professional learning.
- Flexibility required to support system needs and emerging priorities.

## Other Duties

- Perform other related duties as assigned by the Director of Education.

## How to Apply:

Email your resume and cover letter to [hr@cadottelakeschool.ca](mailto:hr@cadottelakeschool.ca) by **May 30, 2026**. Please include "Summer School Adult Leader Application" in the subject line.