

ECNO Shared Technology Services Project – Call for Staff

The Shared Technology Services (STS) Team is seeking to fill one half time (0.5 FTE) STS Analyst position through secondment arrangements with school boards or via contract to support the day-to-day operations of the Shared Technology Services Project. The position will begin September 1, 2024, and will be until August 31, 2025, with the option to extend additional one-year terms. The commencement date for this position is open to negotiation with the ECNO office.

The role of the STS Analyst is as follows:

- Technical Solutions Architect
- Systems Administrator
- Consultant to participating school Boards
- Communicate with member and potential member school Boards

Please see attached job posting/description and share with staff members at your board.

If you are interested in the Shared Technology Services position, please provide the information requested below and email your response to Wayne Toms, Executive Director, ECNO Office at <mailto:ed@ecno.org> no later than **Friday, August 16, 2024, at 4:00 pm.**

For more information please contact:

[Tim Hall](#)

Director of Collaborative Services
ECNO

[Mike Forgie](#)

Project Manager
ECNO Shared Technology Services

[Wayne Toms](#)

Executive Director
ECNO

Job Posting - Analyst

Closing Date: August 16, 2024

ECNO Shared Technology Services provides a cloud-based environment for Windows based software distribution to more than 30 School Boards in Ontario, supporting approximately 600,000 students.

ECNO is looking for experienced IT Analyst to administer and maintain the Shared Technology Services with software packaging for APPFactory for Intune, Azure Labs, Office 365, and their applications, as well as the Azure platform. The Analyst will research technologies, package applications, and oversee the distribution of packages both manually and through our new project, APPFactory. The analyst will provide support to member school boards in the implementation of their modernization of software distribution using the above-mentioned services. Working remotely from their home office or school board, the analyst will also act as systems administrator for project servers in Windows Azure and Office 365 and work collaboratively with other Analysts on the team to host the monthly STS User Community Meetings.

Job Description

This position will be half time and filled through secondment arrangements with school boards preferably. Terms can be negotiated to meet the needs of the project. You will be working with the ECNO Project Manager to ensure the timely completion of project deliverables and help shape the structure for future shared services. Specifically, the Analyst:

- is the Systems administrator for all servers and similar technologies used by the project. These servers are all cloud based and typically Windows Azure or Office 365 based. This does not preclude the possibility of physical servers.
- sequences Applications and maintains detailed records of the process for each application.
- maintains an expertise in imaging and distribution techniques.
- consults with participating boards on technical issues.
- champions the concept of Shared Technology Services to technical staff at all boards.
- interest in discovering and implementing modern technologies for use by school boards and ECNO.
- ability to diagnose and troubleshoot complex technical issues on mission critical hardware
- respond to customer needs in a timely fashion
- work collaboratively in a virtual environment with team members and school board clients
- actively monitor resource usage and analyze discrepancies and anomalies
- explore educational specific IT improvements with vendors to address service needs
- schedules maintenance monitoring log files backups
- host user community meetings, facilitate discussions with analysts on common I.T. concerns, updates, news, and new developments.
- prepare and participate in presentations associated with STS Services, activities, and developments
- performs other duties as assigned by the STS Project Manager.

Job Requirements

The primary deliverable for this project is the continuation of the Shared Technology Services initiative that commenced in the 2014/15 academic year. Applicants should have subject matter expertise in the technologies put in place by STS, namely Microsoft Azure/Entra, SCCM and Microsoft Intune, Azure Labs, and Wim as a Service (WaaS). Professional experiences should include:

- In-depth hands-on experience in systems administration of complex technologies
- In depth experience with Microsoft virtualization and software distribution tools.
- In depth experience with Microsoft collaboration tools including Teams and SharePoint.

Your experiences should include the following personal skills:

- Excellent level of oral and written communication
- Excellent leadership and relationship skills
- Proven ability to adapt to and learn modern technologies
- Demonstrated commitment and self-discipline required to work in a virtual “work at home” environment.
- Excellent problem-solving skills
- Proven track record of successful project implementation
- PowerShell experience would be an asset
- Proficiency in French would be an asset.

It is preferred that this position be filled on a secondment basis (you remain an employee of your board, retaining all benefits, vacation entitlements, etc.). All applicants must have the endorsement of their home boards. Terms will be negotiated based on the needs of the project, the host board and the applicant. ECNO will prefer candidates that can commit to the project for a minimum of one year at half time. Work arrangements will be negotiated with the successful candidate. Some travel to participating boards and conferences may be required. You are required to have a valid driver’s license.

If you are interested in applying for this position, please have the Senior IT Leader at your board send your letter of application, resume and references by email to:

Wayne Toms, Executive Director
ECNO
ed@ecno.org
(705) 872-8910