



Yellowknife Education District No. 1 Commission scolaire publique n°1 de Yellowknife

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Yellowknife Education District No. Invites applications for the following position:

Chief Information Officer/Senior Network Administrator

Located on the north shore of Great Slave Lake, Yellowknife is a thriving and vibrant community, which boasts all of the amenities befitting a capital city, while also offering access to nature out your front door. Yellowknife Education District No. 1 (YK1) is a forward thinking school district dedicated to providing students with the best possible opportunities and educating for life. We are the largest school district in the Northwest Territories with approximately 350 employees, 2100 students and 6 schools. YK1 also provides superintendent services to the communities of Dettah and Ndilo.

The CIO/SNA is the district's senior technology leader, accountable for the strategic direction, governance, and operational management of all information and communications technology services. The role bridges organizational leadership and hands-on technical administration, ensuring that technology investments support the district's educational mission and operational priorities. The CIO/SNA advises the Superintendent and senior management team, leads a small team of technology support staff, and carries full accountability for the reliability, security, and continuous improvement of the district's technology environment.

The CIO/SNA role combines strategic IT leadership with senior technical administration, reflecting both the depth of expertise required and the staffing realities of a remote northern district. The district operates a dual-platform environment: Microsoft 365 A3 Education for business operations and administration, and Google Workspace for Education for classroom instruction and email services.

Required Qualifications and Experience

- Post-secondary education in information technology, computer science, network administration, or a related field; equivalent combination of education and experience considered.
- Minimum five (5) years of progressive IT experience including demonstrated network infrastructure administration responsibility.
- Direct administration experience with Microsoft 365 (Teams, SharePoint, Intune, Entra ID) and Google Workspace for Education.
- Experience administering PowerSchool or a comparable student information system.
- Demonstrated knowledge of network security, including firewall administration, intrusion detection and prevention, endpoint protection, and incident response.
- Working knowledge of the NWT ATIPP Act and its application to school district operations; familiarity with the NWT Education Act.
- Experience with IT governance, strategic planning, and reporting to organizational leadership.

- Experience supervising or leading a small team, including performance management.
- Demonstrated budget management and vendor negotiation experience.
- Strong written and verbal communication skills; ability to present technical content to non-technical audiences.
- Valid driver's licence.

Preferred Qualifications and Experience

- Experience in a K–12 school district, public sector, or northern community educational context.
- Professional certifications (e.g., CCNA, Microsoft certifications, ITIL, CompTIA Network+, CISSP).
- Experience with enterprise wireless platform administration, physical security systems, or print management platforms.
- Google Certified Educator or Google Certified Administrator credential.

Working Conditions

This position is based in Yellowknife and requires travel to district school sites. Occasional after-hours availability for critical incidents or planned maintenance is expected. The role operates in a remote northern context with supply chain, contractor, and connectivity considerations distinct from southern urban environments.

- Physical requirements include lifting IT equipment (up to 25 kg), working in server rooms, and performing cabling and installation tasks.
- A valid driver's licence is required; reliable personal transportation may be needed for inter-site travel.
- A satisfactory criminal record check and vulnerable sector screening are required prior to commencement.

Yellowknife Education District No. 1 offers a full complement of group benefits including extended health care, dental, life insurance, long term disability insurance, travel allowance, a health care spending account, and a relocation allowance for those living outside of Yellowknife. The salary for this position ranges from \$155,000 to \$165,000 per year.

Interested candidates are invited to submit their detailed resume, cover letter, and three current professional references (names and phone numbers) to Landon Kowalzik, Assistant Superintendent, Human Resources, via email at landon.kowalzik@yk1.nt.ca. This position will remain open until a suitable candidate is found, however the ideal start date is August 1, 2026.

Only those applicants short-listed for an interview will be contacted. All YK1 Employees are required to undergo a CRC/Vulnerable Sector Check.