

# TECHNOLOGY MANAGEMENT

School Business officials in this area work with staff to determine the needs of the system, conducting long-term planning and understand how the various systems integrate with each other. They are aware of all legislation and regulations and compliance requirements around records management and FOIP, copyright laws and access and ensure that everyone in the system understands. This area of practice comprises three different, but interrelated functions:

- Management Information Systems
- Records Management
- Intellectual Property



As an affiliated associate with ASBO International, we have aligned our professional standards to those of the global community to reflect the current roles and responsibilities of members working in the business, finance, and operations in the K-12 education system in Alberta.

This profile tool is intended to frame your reflection on your practice, based on the indicators for each area of the Human Resource Management standards.

A suggested approach for using this tool:

### Evidence in Practice

Review each of the statements highlighting ones that represent practices you demonstrate.

Identify those practices you demonstrate in the “Evidence of Practice” column. (are the practices observable? Are they measurable?)

If you currently demonstrate a practice that is not described, consider adding it to evidence in practice column.



### Areas for Growth

Reflect on your current practice and on the job behavior as they relate to the area of practice to assist you in identifying areas for growth.

You may choose to add additional indicators based on shared practices and/or emerging legislation and/or research that identify areas in which you would like to grow.

This tool is intended for your personal use. You may choose to share with mentors and/or colleagues as you see fit. It is also a good tool to use when identifying areas of experience and/or specific PD/CPD required in meeting or maintaining the CSBO designation. Individual members who wish to do a more in-depth assessment of their current skill levels, may wish to request a copy of the [2021 ASBO International School Business Management Professional Standards](#) which provides further information for entry, mid and senior level guides for competencies.



## AREA OF PRACTICE Technology Management

### MANAGEMENT INFORMATION SYSTEMS

School business officials in the management of information systems work with technology staff to determine the needs of the system, conduct long-term planning, and understand how the various systems integrate with each other. They understand what the systems' security needs are and ensures a business continuity plan is in place.

INDICATORS	EVIDENCE IN PRACTICE
<p>A school business official understands and demonstrates the ability to:</p> <ul style="list-style-type: none"> <li>a) Manage the development of a technology plan, prioritizing jurisdiction needs and budgeting for short- and long-term costs to account for new and changing technologies.</li> <li>b) Maintain a working knowledge of the technology and software available for school and business office use.</li> <li>c) Review and assess vulnerabilities and ensure that appropriate security and controls exist for school board and district data and records.</li> <li>d) Ensure appropriate policies and procedures are in alignment with any applicable legislation that relates to record keeping and safeguarding personally identifiable information.</li> <li>e) Plan for privacy breaches, have contingency backups and redundancy protocols, develop reliability plans and recognize the impact of systems being down</li> <li>f) Implement succession planning and transfer of knowledge to ensure continuity of operations.</li> <li>g) Ensure that a disaster recovery plan is in place for accounting and business operation data as part of the business continuity plan for the school authority.</li> <li>h) Allocate appropriate resources towards the purchase and installation of applicable technology and technology and infrastructures in the school authority.</li> </ul>	<div style="border: 1px solid black; height: 300px; width: 100%;"></div> <p style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;">AREAS FOR GROWTH</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

## AREA OF PRACTICE Technology Management

### RECORDS MANAGEMENT

School business officials in this function ensure that an appropriate records management system is in practice that addresses jurisdictional needs in keeping with all the legislation and regulations around records management. They are knowledgeable in managing the records of an organization through their lifecycle from the time they are created to their eventual disposal. These school business officials must have a strong working understanding of the Freedom of Information and Protection of Privacy (FOIP) Act.

INDICATORS	EVIDENCE IN PRACTICE
<p>A school business official understands and demonstrates the ability to:</p> <ul style="list-style-type: none"> <li>a) Review and assess document management systems for the acquiring, creating, and maintaining electronic records that addresses jurisdictional needs in keeping with legislative requirements.</li> <li>b) Ensure the development of processes and procedures to capture, collect and receive records from internal and external sources.</li> <li>c) Ensure there is a system in place to ensure consistent methods of identifying, classifying, storing, securing, retrieving, accessing, tracking, and destroying or permanently preserving records.</li> <li>d) Ensure there is a system in place to store, preserve and protect information, including business resumption plans and security systems for physical storage and electronic records.</li> <li>e) Develop and implement a records retention policy and schedule for appropriate retention and disposal of records.</li> <li>f) Specific understanding of legislation, regulations, internal policies, and procedures as it relates to the collection, use, retention, and disposal of personal, organizational, and third-party information.</li> <li>g) Develop responsible use of information and technology, including administrative, physical, and technological security controls and role-based access.</li> <li>h) Developing breach and incident management protocols</li> </ul>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px;">AREAS FOR GROWTH</div> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>

## AREA OF PRACTICE Technology Management

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| i) Evaluating risks and benefits of outsourcing hosting and computing services and review service providers agreements with compliance with privacy legislation. |  |
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## AREA OF PRACTICE Technology Management

### INTELLECTUAL PROPERTY

Intellectual property rights include trademarks, copyright, patents, industrial design rights, and trade secrets. These cover music, literature, artistic works, discoveries, inventions, words, phrases, symbols, and designs. A school business officials understands the legislation and regulations that may apply to the development and/or use of materials by all stakeholders within their school system.

INDICATORS	EVIDENCE IN PRACTICE
<p>A school business official</p> <ul style="list-style-type: none"> <li>a) Has a comprehensive knowledge of the different types of intellectual property and legislative and legal requirements to ensure the protection and use of intellectual property.</li> <li>a) Assists in the development of policy and procedures for the protection and use of intellectual property.</li> <li>b) Understands Copyright laws and copyright access that may apply to the development and/or use of materials by all stakeholders within the system.</li> <li>c) Understands copyright laws and copyright access and provides appropriate information/training to ensure staff also know what can and can't be copied or used in the classroom.</li> <li>d) Ensure there is a system in place for reporting in compliance with all legal and legislative requirements.</li> </ul>	
	<p style="text-align: center;">AREAS FOR GROWTH</p>