



## TECHNOLOGY INTEGRATION SPECIALIST

### Position Summary

The KG1-12 Technology Integration Specialist will assist the faculty/staff in integrating appropriate and innovative technologies to support, enhance, and extend learning in grades KG1-12 and To provide leadership in the ongoing development, assessment and improvement of the instructional programs and staff development for the American International School in Abu Dhabi.

### Organizational Status:

The Technology Integration Specialist reports to the AISA School Director and works collaboratively with the Principals, Curriculum Coordinator and the IT Manager.

### Contract Terms:

Two year teaching contract

## MAJOR RESPONSIBILITIES AND DUTIES:

### LEADERSHIP

- Participate as a member of the AISA Instructional Leadership Team
- Chair the Design and Innovation (D&I) Committee.
- Uphold the aims of the guiding statements (Mission, Vision, Values, Intercultural Understanding, and Teaching and Learning Principles).
- Articulate the mission to the community and solicit its support in realizing AISA's Guiding Statements
- Ensure that all systems are in compliance with the IBO, ADEK, CIS, and AISA school policy.

### RESPONSIBILITIES

- Provide instructional technology guidance and expertise for KG1-12 faculty, leveraging various education technology hardware and software tools.
- Work collaboratively with colleagues to design, develop, and deliver educational technology initiatives that align with the needs of learners.
- Support educational technology use through daily advising, collaborating, and training of teachers both in and out of the classroom.
- Collaborate with the IT Manager and principals in strengthening the use of the school's Learning Management System (LMS) system and other key learning systems.
- Work as the Seesaw ambassador, Microsoft Teams, Google Classroom and Google platform liaison for AISA.



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- Manage Virtual Learning tools and training for staff, faculty, students and their families.
- Evaluate the efficacy and sustainability of current and future uses of educational technology in grades KG1-12, including robotics, coding, and computational thinking.
- In partnership with the Instructional Leadership Team, research and propose new ways to enhance teaching and learning, promote innovation and cross-curricular collaboration, and foster purposeful, meaningful, and creative integration of technology.
- Function as a liaison with grade level teams, department chairs, and learning specialists to ensure seamless coordination of technology tools supporting curriculum, instruction, and assessment.
- In coordination with school policies and procedures, promote continued development and implementation of the digital citizenship program and current technology standards.

### **PROFESSIONAL DEVELOPMENT**

- Create opportunities that maximize the understanding of the ISTE Standards and Design Thinking.
- Identify and communicate professional development needs and opportunities on and off campus for faculty and staff.
- Maintain records of workshop attendance and school visits.
- Support teachers in using inquiry as a pedagogical approach through collaborative planning, modeling, co-teaching, observations, and feedback.

### **RESOURCE MANAGEMENT**

- Identify resource needs to support tech integration.
- Establish an inventory of resources to facilitate efficient management.
- Manage technology tool inventories, electronic subscriptions and annual ordering

### **COMMUNICATION**

- Ensure effective communication and collaboration among all staff members.
- Conduct parent information sessions.
- Publicize programs through slideshows in the rotunda, and the AISA website as well as publication of articles pertaining to the program in the school and Esol newsletters in partnership with the AISA Communications Officer.
- Prepare and submit documentation required for authorization and evaluation.

### **Qualifications:**

1. Master's Degree or higher;
2. Three to five years of related experience in education, with 3 years in the classroom preferred, or any equivalent combination of training and experience;



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3. Strong interest and experience in pedagogy and innovation;
4. Willingness to learn quickly and then teach others;
5. Experience working with diverse learners;
6. Expertise in MacOS, iOS, and G Suite for Education;
7. Ability to work independently and within a team;
8. Strong interpersonal skills;
9. Strong organizational, presentation, communication, and facilitation skills.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.