

Job Description: Technology Integration Specialist

Position Summary

The Technology Integration Specialist promotes the use of digital technologies to enhance student learning, teacher instruction, and curriculum in grades 6-12. This position has a 50% teaching commitment in MYP Design Technology, with the other 50% being shared between teacher coaching and system development/management activities.

Under the direction of MHS Principal, the Technology Integration Specialist will lead the Secondary School in action research to ask and answer the following question: How can the integration of digital technologies transform student learning and teaching practice? The ideal candidate for this position has a strong growth mind-set and excellent interpersonal skills to work collaboratively with teacher-colleagues to transform our learning community's digital practice.

The job plan for this position includes:

- Engaging in an audit of current digital practices—both *within* teaching and learning, and around teaching and learning, to include—how we use digital technologies to plan, store, and communicate curriculum and assessment information.
- Developing a plan to prioritize our growth in response to audited needs over the next two years.
- Implementing the plan through both “back office” set-up and staff training and support in the classroom.

Qualifications:

1. Graduate degree or other advanced education in Instructional and/or Assistive Technology preferred.
2. At least three years of successful full-time experience as a classroom teacher preferred.
3. Two years professional development experience educating teachers or other adults in the integration of technology for instruction and productivity using all of the following modes: modelling, one-on-one, small group, or large group preferred.
4. A minimum of two years' experience integrating technology in instructional programs for 6-12 students.

Knowledge, Skills, and Abilities:

1. Demonstrate knowledge of best practice instructional strategies.
2. Demonstrate knowledge of the process and strategies used in implementing instructional technology plans.
3. Demonstrate knowledge of wide range of digital technologies to support effective curriculum design, teaching, learning, and assessment.
4. Demonstrate the ability to listen to others and remain receptive to new ideas.

5. Demonstrate the ability to address criticism in an appropriate manner and develop constructive outcomes.
6. Demonstrate the ability to effectively educate/mentor technology users.
7. Demonstrate the ability to establish and maintain positive, effective working relationships with staff, students, and the community.
8. Demonstrate the ability to quickly acquire new knowledge regarding technology.

Key Duties and Responsibilities

1. Collaborates with teachers to improve the digital environment which supports excellent teaching and learning—including course planning and documentation, communication among students and teachers, grade recording and reporting, and lesson delivery.
2. Provides assistance and training to instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups.
3. Collaborates in the evaluation, selection and implementation of instructional technology tools and applications.
4. Works with curriculum staff to develop and implement technology enhanced curriculum integration projects to support the school's differentiation agenda.
5. Conducts research about advancements in technology tools and resources to inform decision-making.

Preferred Skills and Experience:

1. Experience teaching tech-driven courses at the Middle and High School levels, such as Design Technology, Computer Science, and Information Technology in a Global Society.
2. Experience working in an International School with the International Baccalaureate MYP.
3. Knowledge of and experience with 'Managebac' an advantage.

Please note that the Job Description may evolve further as we focus upon developing the future needs of the School in this area of our operations.