



## Job Description

# MIDDLE SCHOOL TECHNOLOGY COACH

The Tech Integrator is responsible for working collaboratively across grade levels within the middle school to improve learning technology, learning about technology and learning through technology. He/She will bring developmentally appropriate based practices into classrooms by working with and supporting teachers and administration with the goal of increasing student engagement, improving student achievement, and building teacher capacity.

The Tech Integrator will focus on individual and group professional development that will expand and refine the understanding of researched-based effective teaching and learning through the lens of technology. In order to meet this purpose, the Tech Integrator will provide personalized support that is based on the goals and identified needs of individual teachers and teams.

ROLE DESCRIPTION	
<b>KEY DELIVERABLES:</b>	<ul style="list-style-type: none"> <li>● Develop best practices for instructional technology in the Middle school.</li> <li>● Coordinate approved and authorized curriculum and instructional initiatives as it relates to technology; including but not limited to the development of an ICT scope and sequence for the Middle School.</li> <li>● Develop methods of incorporating interactive technology to improve the learning experience.</li> <li>● Provide direct support to teachers through observation, coaching and mentoring.</li> <li>● Provide professional development and ongoing support with a focus on strategies and activities on improving daily instruction.</li> <li>● Teach classroom technology practices to students in the Middle school.</li> <li>● Assist with data collection and analysis of instructional technology in the Middle School.</li> <li>● Must be proficient in the following software:               <ul style="list-style-type: none"> <li>○ Microsoft Office 365 (cloud-based)</li> <li>○ Microsoft Teams</li> <li>○ Microsoft OneNote</li> <li>○ Microsoft Windows 10</li> </ul> </li> <li>● Desirable to be proficient in:               <ul style="list-style-type: none"> <li>○ Minecraft</li> <li>○ Flipgrid</li> <li>○ Seesaw</li> <li>○ Follett-Destiny (Library system)</li> <li>○ Adobe Creative Cloud</li> <li>○ Apple iPad</li> </ul> </li> <li>● Identify trends in software, hardware, curriculum, teaching strategies, and other areas.</li> <li>● Responsible for implementing the school’s strategic technology plan.</li> <li>● Work with the Head and Deputy Head (Middle school) and the Director of Technology to develop both short-term (1yr) and long-term (3yr) technology plans for the Middle School.</li> </ul>

## QUALIFICATIONS & SKILLS

### QUALIFICATIONS:

- Minimum of a Bachelor's degree; Masters preferred
- Minimum 3 years of teaching experience; MYP experience preferable
- Educational certifications (Microsoft Innovative Educator, Apple Teacher, Adobe Creative Educator, Google Educator)

### OTHER DESIRED SKILLS:

- Excellent facilitator, with the ability to: motivate, direct, train people and collaborate and interact with others effectively and productively.
- Current on new instructional technologies and their use in the classroom and willingness to continue to learn additional instructional technologies.
- Experience working in a remote or hybrid learning environment.
- Exceptional analytical and quantitative skills with strong attention to detail.
- Excellent written and oral communication skills.
- Commitment to excellence and ability to work both independently and in a collaborative environment.
- Adaptability in dealing with change, delays or unexpected events to ensure the general welfare of the school.
- Ability to learn how to use new software quickly, and then teach others.
- Demonstrate a high level of initiative for innovative practices.
- A desire for lifelong learning
- A belief in the importance of 21st Century Skills
- A commitment to international education