Education Technology Specialist

Department: Technology
Status of Hire: Overseas Direct Hire (ODH) / Local Hire (LH)
Reports to: Director of Technology

Objective:

This full-time position would serve to guide and support the integration and management of technology through collaborative planning and coaching teachers in their utilization of technology with the goal of continuously improving teaching and learning for our students.

Minimum Qualifications:

- Education degree with teaching certification in a K-12 environment
- Minimum of two years successful classroom teaching experience in a technology-rich learning environment
- Knowledge of database and information systems management
- Understanding of excel and data management
- Strong understanding of best security practices as related to data systems management
- Ability to communicate to peers, effectively present information and respond to questions from groups of teachers or on an individual basis
- Ability to build professional coaching relationships, solve problems, plan collaboratively and provide feedback effectively
- Ability to learn various technology operations required for management of student information and integration of technology in classroom instruction
- Strong oral and written communication skills, including the ability to explain technically complex information, concepts, and applications to non-technical users in an education environment
- Strong analytical, critical thinking, and problem solving skills
- Flexible and able to work in a demanding instructional environment
- Committed to continuous personal and organizational development
- Fluency in English

Preferred Qualifications:

- Master's degree (or equivalent work experience) in education or related field of study
- Experience with Apple products (e.g. MacBooks, iMacs, and iPads)
- Experience with Google Chrome and Chrome OS devices
- Experience with G Suite Education (e.g. Docs, Sheets, Slides, Forms)
- Experience with Schoology or similar learning management system (LMS)
- Experience with PowerSchool or similar student information system (SIS)

- Experience with academic computing initiatives such as learning management system implementations, school information systems implementations, and 1:1 device management

Other Requirements:
- May be called on to perform other responsibilities as appropriate and as assigned based on ongoing organizational needs and strategic direction
- Abide by and support the policies of YISS

Responsibilities:
- Collaborate with instructional staff to support their use of and integration of technology (hardware, software and internet resources) in curriculum development and implementation, planning, and assessment ensuring the scope and sequence from K-12 is being met within the technology realm
- Model exemplary practices regarding technology implementation and integration
- Develop instructional technology solutions and related training materials for the purpose of providing users with tools needed to utilize emerging instructional technology to enhance student learning
- Ability to learn various technology operations required for management of student information, learning management and content management systems
- Effectively present information and provide training on proper systems usage in conjunction with technology team members
- Support management of applications, including Schoology, Clever and GoGuardian
- Rostering of students in applications and online resources to ensure student access
- Prepare documentation (e.g. user guides, recommendations, lesson plans, reports, instructions, etc.) for instructional and support purposes
- Assist in day-to-day device management, maintenance, troubleshooting, and student or teacher issues to include involvement in the operation of the technology support desk

Team Responsibilities:
- Participate in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions
- Accurately organize and communicate information in various task management tools and file systems to assist with team collaboration and communication
- Demonstrate a commitment to professional growth and ethical standards to advance the school's mission, goals, and policies
- Collaborate and facilitate good working relationships with staff to further technology program development and to ensure efficient operations of software and hardware systems
- Establish, maintain and enhance effective communication with administrators, teachers, parents, and other stakeholders
- Perform other duties as required by supervisor

Contractual Requirements:

The Education Technology Specialist position is on a teacher contract and will be expected to be on duty up to 10 days, at the discretion of the supervisor, before the school year starts or after school year ends to provide instructional in-service, prepare hardware, review technology goals, and plan for the upcoming year. The stipend amount for the additional days will be determined on a daily rate or by the current contracted stipend (whichever amount is greater of the two).

All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs, and identifying information.

Application Process:

Interested candidates may apply using the website below:
https://www.nics.org/schools/yongsan-international-school/