Job Description

Educational Technologist

Position Objective

The Educational Technologist is responsible for facilitating the integration of technology into the instructional program by supporting teachers, teaching assistants, students, and administrative staff. This position is essential in establishing a digital age learning culture by supporting, training, coaching and mentoring staff. The individual is expected to support and promote the vision, mission and values of the school and Christian Education generally.

Responsibilities

Leadership

- Help develop a vision for technology and long-range planning.
- Identify instructional technology needs and provide for professional learning. This includes developing and providing training with teacher trainers, site preparation, training materials, and development of online professional development.
- Lead campus teams and digital initiatives when it comes to technology integration.
- Advocate for parental involvement for digital wellness, awareness, and organisation of students through meetings and campus events.

Creativity

- Assist in the design, development, and analysis of technology-based curriculum tools.
- Design, create and publish multimedia and online content including learning modules, tools, videos, print materials and courses for a wide-variety of audiences.
- Plan, design and model effective digital-age learning environments.
- Create, implement, and support curriculum that utilises mobile apps and mobile-friendly websites.
- Assist in piloting new technology with classroom teachers, including evaluation of the pilot itself
Collaboration

- Collaborate with others on the Senior Management Team on a regular basis.
- Support teachers and campus administrators across year levels K-6 in all content areas, in the effective integration of technology in the classroom.
- Work with teachers in their classrooms to promote the use of technology to support and enhance the curriculum, to accelerate instruction, and utilise assessments to make data-informed decisions.
- Promote effective collaboration and communication among staff, students, parents, and the community using digital tools.
- Coordinate projects, staff development and programs throughout the year and during the summer.
- Be visible and available at your primary campus on a regular basis for just-in-time tutorials and training for both staff and students.
- Work to understand the existing NIS ICT curriculum and assist teachers in delivering it in a highly effective manner, while spearheading review to propose any improvements to the programme.

Critical Thinking

- Assist in the development and implementation of instructional technology integration models by working with teachers, teaching assistants, students, and administrative staff to establish exceptional instructional applications of technology.
- Apply knowledge of current educational and instructional theories, methodologies, techniques and principles.
- Manage time and resources effectively and efficiently.
- Promote efficiency in hardware/software selection.
- Organise apps and software on the primary campus in an efficient manner.

Communication

- Share best practices in the use of technology.
- Consult with administrators and technical support in the Curriculum, Instruction, and Assessment Department.
- Provide one-on-one instruction to end users, either face-to-face or remotely.
- Consistently demonstrate the best practices in a classroom, with considerations for content area.
- Utilise effective communication/presentation skills
- Utilise strong consulting/collaboration skills.
- Connect with other educators and professionals to improve collaboration both globally and within the district.
- Develop and promote parent meetings with the focus on digital citizenship and organising the digital lifestyle of students.