Job Title: PC Technology Integration Specialist

Reports To: Campus Principal

Qualifications:
- Teaching License (from an accredited University)
- Minimum 3 years teaching experience
- Experience in an technology integration
- English Language proficiency
- Familiar with ICTE Standards
- IT skills (Microsoft system and Google proficient)

Focus for 2023-2024:

- To utilize, innovate, apply, and educate teachers and leaders, in the impactful use of technology in teaching instruction and student learning
  - STEM technology in EY
- To lead the instructional focus of our coordinated strategic technology planning
  - facilitate the "tech committee team" and strategic planning
- To actively coordinate the application of instructional strategic planning through leadership, planning, collaboration, education, and implementation of technology philosophy, tools, resources with teachers and students
- Develop a framework for team, roles, responsibilities, communication, collaboration for impacting teaching instruction and student learning.

Job Description:

The PC Technology Integration Specialist agrees to use digital devices and technology pedagogy expertise to successfully integrate instructional technology resources according to the APIS Technology Strategic Plan, across all grade levels (N – Gr. 6). The PC Technology Integration Specialist will support the integration of technology through teacher instruction, classroom teaching, curriculum development, and collaborative planning. The PC Technology Integration Specialist will support the coordination technology strategy and resources with the "technology committee team" for development and improvement of the PYP curriculum and instruction for both campuses. The PC Technology Integration Specialist agrees to uphold the school's mission and philosophy in relation to all IT related functions; technology hardware and software, teacher support and training, and school adopted programs and platforms.

Responsibilities Include:

Responsibilities	Others
1. To maintain the Year-long Technology Plan developed from the school Strategic Plan with input from school administration and teachers. 2. To build and maintain the technology curriculum using the IBO Role of ICT in the PYP guide as a reference. 3. To serve as a coach and leader when providing orientation, training, and ongoing support for classroom teachers with technology instruction, integrating technology, and collaborative lesson planning. 4. To work collaboratively with administrators to create and maintain APIS Responsible Use Agreements in which we hold the students, families, and staff accountable. 5. To work with the PYP Coordinator to maintain and organize data and information on Toddle 6. To communicate with families about Chromebooks and Digital Citizenship 7. To support technology related after school activities at the Primary Campus 8. To support with the implementation of the digital citizenship curriculum that is maintained across both campuses 9. To coordinate technology strategy and resources with the "technology committee team" for the campuses 10. To assess and communicate technology progress to leadership teams 11. To help with the development and review of the PYP distance learning plan 12. To propose and facilitate tech-based school-wide initiatives	1. To manage network configuration of domain for hardware including creation and maintenance of student accounts. - (Jack) 2. Liaise with IT departments for maintenance and creation of student accounts, as well as hardware issues affecting connectivity - (O) 3. Liaise with IT departments for maintenance regarding school social media accounts - (Natt)

13. To teach technology concepts where teachers may need support 14. To coordinate support and communication for technology problems, understanding of application and allocation of resources with supporting network and technology personnel. 15. Consult on technology rules, PDPA, digital safety and security, and wider technology applications in the community. 16. Will collaborate with MC technology integration specialist on collaborative and strategic initiatives	