

Keystone Academy of Beijing
Job Description and Person Specification

Position:	Innovation Technician
School Section:	Whole School
Reports to:	Director of Digital & Innovative Learning
Qualifications:	Bachelor degree

JOB DESCRIPTION

Role Description / Working Relationships

The Innovation Technician (IT) is a part of the Digital & Innovative Learning team, working to empower our community to be engaged global citizens by fostering a forward-thinking culture of inquiry, collaboration, and innovation. The IT will work collaboratively with the Digital & Innovative Learning team, Information Technology department, school administrators and faculty to ensure that Keystone Academy remains innovative in education practices, and that students are prepared with the competencies and skillsets necessary for their future. The IT will be responsible for the management, operation and maintenance of digital & innovative learning resources, equipment and spaces. She or he will also support whole-school improvement efforts, through participating in planning, implementation and evaluation of projects and initiatives related to digital learning and innovations. The IT should be creative, curious, organized and outside-of-the-box in thinking.

DUTIES & RESPONSIBILITIES

Main responsibilities include but are not limited to the following:

Resource Management

- Maintenance of and overseeing the use of various MakerSpace and media equipment and materials, including video, film, photographic and audio equipment, TV monitors, STEAM kits, robotics, and MakerSpace resources.
- Monitoring resources and inventory, researching resources necessary for purchase, and coordinating the purchase of materials with the Office and Data Support assistant.
- Supervision of Innovation Spaces, including users' safety and behavior within the computer labs, studios, green rooms, and MakerSpaces.
- Development of instructional and training materials to support teachers and students with the use of digital and innovative learning resources (e.g., manuals, posters, how-to videos).
- Coordination and curation of community donations and resources for the Innovation Hub, as part of Keystone Academy's commitment for environmental sustainability.
- Keeping data and measures of impact to help Keystone reflect on and optimize use of resources, improve teaching practices and facilitate data aware decision-making.

Program Support and Coordination

- Support teachers and coaches with programming within the Innovation Spaces such as MakerSpaces, computer labs, green room and media spaces.
- Filming and production of various school activities and performances and supporting students in such activities.
- Collaborate with the Innovative Learning team to plan, organize and create professional learning opportunities and resources for staff, parents and students (e.g., newsletters, videos, presentations or workshops).
- Vision, plan and execute whole-school projects, together with the Digital & Innovative Learning and IT department, that advance learning development in the Keystone community.
- Plan, coordinate and execute Innovation Saturday programming which aims to provide opportunities for innovation explorations by the larger Keystone Community.
- Collaborate with and support teachers in planning for the use and infusion of digital tools and current learning practices into the instructional program, including Media & Design, MakerSpaces, & Robotics.
- Support student agency, leadership and service learning through various programs and initiatives (e.g., NEXT Students SMS & Lab monitors, internships, Innovation Hub assistants)

- Research, and remain informed of, current, new and emerging technologies and their potential applications in education.
- Offer Keystone Activities Program (KAP) sessions in each semester, including at least 1 innovation-related program.

Qualifications, Experience & Competencies

- Bachelor Degree in Education, Computer Science, Design, Engineering or related fields.
- A minimum of 2-3 years successful hands-on work experience in educational technology, STEM, design, media, media arts, engineering or related fields.
- High proficiency in technology skills and a deep understanding of their potential to support student learning.
- Ability to work in various digital environments including Apple and Microsoft Office 365.
- Strong interpersonal and communication skills, relating well to people at all levels and from a diversity of backgrounds.
- Well-developed project management and organizational skills, with a passion to take on new challenges and initiatives, and the flexibility to engage and work effectively with various stakeholders.
- Values-driven with strong character and a commitment to the mission, vision and goals of Keystone Academy.
- Fluency in Chinese & English language an asset.