

AISD adopted a [Child Protection Policy](#) on November 17, 2015 and is committed to the protection of all children and young people from harm. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

Job Description

Title:	Director of Technology Integration & Innovation (DTII)
Assigned:	All School
Reports to:	Superintendent or Designee
Contract Days:	205
Working Hours:	7:30 AM to 4:00 PM (30-minute lunch)
Primary Job Purpose:	Lead, assist and encourage the effective and innovative integration of technology into the AISD educational program with the goal of improving teaching and learning. The <i>Director of Technology, Integration & Innovation</i> is responsible for promoting the relevant and appropriate integration of technology across all programs throughout AISD.

Qualifications:

- Degree from a recognized and accredited university, preferably in educational technology and/or significant and exceptional experience in a similar role.
- Experience in leading and managing a similar school educational technology environment.
- A leader and a visionary for learning and promoting new and innovative software and applications to enhance teaching and learning.
- Self-motivated with interpersonal skills such as a strong collaborator and effective communicator.
- Demonstrated competence in leading and facilitating group learning.
- Extensive background and knowledge of instructional software and tools.
- Competence in using and effectively teaching others the use of the approved instructional software and tools.
- Demonstrates enthusiasm, warmth and an openness towards working with the entire school community.

Major Areas of Responsibility:

Leadership

- Adapts leadership behavior to the needs of the current situation and is comfortable with working through situations where there may be disagreement among stakeholders.
- Fosters shared beliefs and sense of community and cooperation.
- Involves teachers in the design and the implementation of important decisions and policy involving technology.
- Is willing to actively challenge the status quo.
- Inspires and leads new and challenging innovations.
- Recognizes and celebrates school accomplishments and acknowledges failures.

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School Community Relationships

- Is an advocate and spokesperson for the school to all stakeholders.
- Establishes strong lines of communication with teachers, students and parents.

Learning Organization and Professional Development

- Provides the staff with materials and professional development necessary for the successful execution of their jobs.
- Ensures the staff is aware of the most current educational theories and practices regarding technology and makes the discussion of these a regular aspect of the school's culture.
- Stay current with innovative educational technology programs and applications for integration, as appropriate, into the AISD curriculum.
- Assist students and faculty to develop digital citizens with the goal to become respectful communicators, creative and global collaborators, innovative designers, and responsible life-long learners.
- Promote opportunities for students and faculty to share and learn from other schools and individuals outside AISD.

Integration and Innovation

- Monitors the effectiveness of technology and their impact on student learning.
- Is knowledgeable about current curriculum, instruction and assessment practices related to technology integration..
- Is directly involved in the design and implementation of the technology curriculum and integration practices.
- Collaborate with faculty and administration in the effective integration of technology to enhance teaching and learning, and demonstrate new idea and activities going on in he classroom.
- Research, learn and effectively assist faculty with the implementation of technology applications with the goal of improving teaching and learning.
- Develop, organize and promote opportunities for faculty and students to share knowledge and further implement technology into teaching and learning.
- Collaborate and assist the faculty and administration in linking and aligning the curriculum across divisions and grade levels with a focus on the implementation of technology into the curriculum ensuring a full range of analytical, scientific, mathematical and literary skills necessary to meet content and accreditation standards.
- Monitor ISTE student standards and ensure they are included in the AISD Curriculum.
- Assist with the research, decision-making, and implementation of newly adopted educational software and application programs (software, simulations, gaming, robotics, etc.).
- Collaborate with the Principals, other school administrators, and faculty in the development and implementation of new technology courses.
- Assist principals with the responsibility for evaluating the effectiveness of technology integration and innovation by faculty into their courses.
- Coordinate and lead the preparation of the master plan for the use of technology by students, faculty and administration during an emergency evacuation.

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Technology Services

- Maintain a comprehensive understanding of the software programs used by the school and assist with the coordination for keeping them current.
- Develop and monitor a master list of all software used by AISD to ensure the timely renewal of licenses with the proper number of authorized users.
- Chair the AISD Technology Innovation Committee (TIC).
- Assist with the research, decision-making, and implementation of newly adopted administrative and student support software programs.
- Coordinate and manage the regular network and systems maintenance to provide uninterrupted use of approved educational and administrative software programs.
- Manage an efficient and effective Instructional Technology (IT) Help Desk.
- Assist with the review, preparation and implementation of the AISD Strategic Plan as it relates to technology.
- Plan, manage and coordinate the AISD Distance Learning Program by educating and maintaining the online distance learning should the school be closed in a time of emergency.
- Assist with the review, preparation and presentation of documents, data and reports related to technology for all AISD accreditation studies, grant writing and reporting to outside agencies as assigned by the school administration.
- Assist the school administration with the development and implementation of short and long-term budgets for the continued support and enhancement of technology.
- Oversee and evaluate the technology staff on an annual basis, looking at the strengths and areas to improve for each member.
- Perform other related tasks as assigned by the Superintendent.

Professional Responsibilities

- Demonstrate commitment to personal continuous professional growth and development.
- Engage with students in meaningful activities beyond the classroom which extend learning experiences for students (coaching, organizing field trips, sponsorship of clubs, events, or community service projects, etc.)
- Abide by all school policies and procedures.
- Act as a positive role model for students, faculty, and staff.
- Undertake any other duties within the department as directed by the Head of School.

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