



# ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

## Job Description

<b>Post</b>	<b>Assistant Principal – Innovation and Technology</b>
<b>Reporting to</b>	<b>Principal</b>
<b>Management Points</b>	<b>5 Points</b>
<b>Teaching</b>	<b>2 hours per week</b>

## Job Purpose

- Lead the integration and implementation of digital technology to enhance teaching, learning, and administrative processes.
- Lead the implementation of educational platforms to support teaching, learning, assessment, and data management.
- Oversee the effective management and security of school data.
- Provide technical support and training to staff and students on the use of technology resources.
- Represent the Elementary School in decisions regarding school-wide systems and structures.
- Communicate essential information regarding data management and digital technology to the parent community.

## Key Responsibilities

- Develop and implement a data management plan that ensures data accuracy, security, and compliance with relevant regulations.
- Lead the strategic planning, implementation, and maintenance of school technology infrastructure.
- Manage the integration and use of technology in the classroom to support student learning and achievement.
- Provide technical support and training to staff and students on the use of technology resources.
- Develop and implement a comprehensive STEAM (Science, Technology, Engineering, Arts, and Mathematics) program within the Elementary School, fostering a holistic and interdisciplinary approach to learning.
- Oversee the creation and management of timetables for the Elementary School, ensuring efficient allocation of resources and adherence to curricular requirements

**A School of the De La Salle Brothers**

490 Thomson Road, Singapore 298191 | +65 6353 9383 | [www.sjiinternational.com.sg](http://www.sjiinternational.com.sg)  
St. Joseph's Institution International Elementary School Ltd.: CPE, Co. Reg & GST No. 201009321K  
(Period of Registration: 19 October 2022 to 18 August 2026)  
Edutrust Singapore Cert No: EDU2-2132 (Validity: 19/09/2020 to 17/09/2024)

## Specific Tasks and Duties

### Strategic Leadership

#### Data Management

- Oversee the collection, storage, and use of school data.
- Ensure compliance with data privacy and protection regulations.
- Develop and implement data security protocols.

#### Digital Technology

- Develop and implement a technology plan that aligns with the school's strategic goals.
- Oversee the integration of technology into the curriculum and instructional practices.
- Provide training and support to teachers on the effective use of technology in the classroom.
- Manage the school's technology budget and ensure cost-effective use of resources.
- Stay up-to-date on emerging technologies and trends in educational technology.

### Curriculum and Pedagogy

- Work with teachers to integrate technology into lesson plans and instructional activities.
- Provide professional development opportunities for teachers on technology integration.
- Evaluate the effectiveness of technology use in the classroom and make recommendations for improvement.
- Promote the use of technology to support differentiated instruction.
- Develop STEAM learning within the current curriculum, sourcing and organizing resources and working with staff on delivery.

### Assessment and Reporting

- Use technology to collect and analyze data on student learning and achievement.
- Develop and implement technology-based assessment tools.
- Use data to inform instructional decisions and improve student outcomes.
- Communicate student progress and achievement data to parents and other stakeholders using technology tools.

### Resource Management

- Manage assigned budgets, showing fiscal responsibility based on priorities for expenditure for areas of responsibility.

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- Ensure that the range, quality, and use of all available resources is monitored, evaluated, and reviewed to improve teaching and learning.
- Ensure that resources are organized and managed to provide an efficient, effective, and safe learning environment.
- Assist in the recruitment and placement of teachers, and identify any additional or alternative staffing needs.

### Self-Evaluation and Quality Assurance

- Participate in the school’s PRD (Professional Review and Development) process as a reflective practitioner and provide a role model to others in this process.
- Seek opportunities for professional development through a range of opportunities such as professional reading, work with a mentor or critical friend, network groups, in-school or external workshops.

### General Areas of Responsibility

- Be an advocate of the school and its decisions during interactions with students, staff, and the community.
- Lead in nurturing a Lasallian Catholic ethos by building upon the legacy and tradition of the school firmly anchored in Faith, Service, and Community.
- Maintain good working relationships with colleagues and students.
- Be a role model within the school in terms of professional expertise and conduct and lead by example.
- Treat others fairly and with respect in order to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and manage innovation and change.
- Be an active and supportive member of the SLT (Senior Leadership Team).
- Take on specific tasks related to the day-to-day administration and organization of the school as requested by the Principal or SLT.
- Support the PRD and performance management process as required to help staff develop goals and improve professional effectiveness.
- Support staff in meeting personal and professional goals.

### Person Specification

Criteria	Essential	Desirable	Evidence
<b>Education</b>	Bachelor Degree	Master’s Degree in Education / Leadership	e.g. CV, Documentation
<b>Experience</b>	5 or more years	10 years or more	CV
<b>Knowledge and Skills</b>	Proven leadership experience in Innovation or Technology	Significant amount of time in a leadership position in Innovation and Technology	CV, References, Interview

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<b>Personal Characteristics</b>	Knowledgeable, Collaborative, Open Minded, Diligent	Knowledgeable, Collaborative, Open Minded, Diligent	References, Interview
<b>Other</b>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>● Commonly used IT platforms in international school settings</li> <li>● Data collection, analysis and use in a school setting</li> <li>● Integration of technology in the curriculum</li> <li>● STEAM curriculum and best practice.</li> <li>● Management of devices, hardware and software in and Elementary School setting</li> </ul>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>● Commonly used IT platforms in international school settings</li> <li>● Data collection, analysis and use in a school setting</li> <li>● Integration of technology in the curriculum</li> <li>● STEAM curriculum and best practice.</li> <li>● Management of devices, hardware and software in and Elementary School setting</li> </ul>	CV, Interview, Portfolio,