



The American International School · Vienna
Salmansdorfer Strasse 47
A-1190 Vienna, Austria

t. +43 1 40 13 20
f. +43 1 40 13 25
info@ais.at | www.ais.at

JOB DESCRIPTION

Secondary/High School Technology and Learning Facilitator

JOB GOAL

Provide leadership and support for content and curriculum in the technology program, with primary responsibility in the High School. Ensure that the available technology is used to the maximum educational benefit of the high school students.

DUTIES AND RESPONSIBILITIES

Among the duties of the position, the technology facilitator will be expected to:

- Teach students in technology classes as assigned (1/5 or 2/5 teaching load).
- Collaborate with teachers to plan, teach and assess the ISTE standards in classrooms.
- Review the current curriculum documents for clarity and for appropriateness to the AIS mission and assist the Director of Curriculum and faculty in making improvements.
- Actively collaborate with teachers to develop lessons integrating information literacy skills and technology skills.
- Teach, and assist teachers in teaching, specific technology skills.
- Develop core technology competencies for students and assessment protocols to ensure they are being attained.
- Offer regular faculty in-service and coaching sessions during and after school.
- Organize meetings with faculty to promote tech related projects and initiatives.
- Provide technical assistance, advice, training, and promotion of techniques, hardware and software available to teachers.
- Assist in the organization of staff development/training opportunities designed to promote and improve the delivery of the curriculum.
- Implement instruction in digital citizenship and online safety.
- Develop new courses to meet changing needs of the students on an as needed basis.
- Attend regular Division, Department and Grade level meetings.
- Provide parent education seminars as needed.

IDEAL QUALIFICATIONS

- In-depth knowledge, and ability to troubleshoot PC's and Windows 8.1/10.
- Experience in developing and teaching computer classes (e.g. coding, robotics, computer science, digital design).
- Experience leveraging school wide learning platforms to benefit student learning (GAFE, Haiku)
- Previous grade 9 to 12 teaching experience.
- Expertise and experience in technology integration.
- Experience with developing and implementing a digital citizenship curriculum.
- Experience in administrating school wide learning tools.
- Demonstrated leadership abilities.
- Ability to be an active and contributing member of the technology department.
- Strong, organizational, communication and interpersonal skills.

REPORTS TO

Reports to the High School Principal with input from the Technology Director.

PERFORMANCE EVALUATION

Evaluated by the High School Principal with input from the Technology Director.