



JOB DESCRIPTION

TITLE: Director of Learning Innovation and eLearning

DEPARTMENTS: Learning Innovation and eLearning, Information Technology

REPORTS TO: Assistant Superintendent

CONTRACT DAYS: 200 Days

JOB CLASSIFICATION: Director

POSITION SUMMARY:

Reporting to the Assistant Superintendent, this position is primarily responsible for helping the school achieve its mission of creating inspired learners and responsible global citizens. This includes furthering the school's strategy of enhancing the quality of education through the well-managed and purposeful integration of technology into instruction and learning for all students.

Technical Facts About ACS:

- 1200 students
- 1000+ school-owned devices
- Veracross SIS implemented in 2013
- Staffing: 2 Librarians (ES and MS/HS, joint supervision with divisions), 2 Librarian Assistants (joint supervision with divisions), 1 Educational Technology Facilitator, 3 IT Specialists, 1 Data Administrator
- School 1:1 program: iPads in PK-2; Family-Provided MacBooks in Gr 3 - 12
- Google Suite for Enterprises
- Cisco-based network
- Internet connection: 6 ADSL lines @ 500mb each
- Sonicwall firewall and security software, with web filtering
- Avalon systems video surveillance
- Mifare Card RFID for Access Control, Cashless, and Print Management

MAJOR DUTIES AND RESPONSIBILITIES:

Education Technology Integration Coordinator:

The Director of Learning Innovation and eLearning provides leadership and innovation for enhancing teaching and learning through the identification, evaluation, adoption, and integration of effective educational innovations into the curriculum, including:

- Working collaboratively and effectively with faculty to provide pedagogical and technical consulting to design, develop, and implement instructional content, courses, and projects that enrich teaching and learning;
- Implementing standardized classroom digital media and audiovisual solutions by evaluating classroom systems, and assisting teachers in understanding how the technology components of their classroom can improve student learning;
- Aligning and redesigning libraries and other learning spaces to engage students in personalized, technology-enabled, deeper learning;
- Promoting responsible use of technology through periodic review of the usage policies, educating end-users, and helping the school community understand responsible and ethical behavior in the digital age;





- Advising teachers on best practices in technology, and providing professional development opportunities.

Technology Administrator:

Coordinating with Administrators, Teachers, and Technology Support Staff, the Director of Learning Innovation and eLearning keeps the long-range technology plan up to date by:

- Writing, updating, and planning, as well as conducting visioning meetings and planning sessions;
- Evaluating successful achievement of goals, and setting new goals and objectives;
- Assessing the needs, and developing the long-range plans for the library media centers;
- Preparing the technology budget in detail and updating the broader purchasing plan each year by collecting technology purchase requests, investigating prices, and placing orders;
- Defining purchasing needs and developing specifications for the purchase of computer, multimedia, and telecommunications equipment, as well as instruction and management application software and computer supplies.

Technology Support:

The Director of Learning Innovation and eLearning is responsible for ensuring efficient and reliable technology support systems by:

- Supervising all the technical support staff;
- Monitoring tech support requests;
- Analyzing tech support systems, and planning professional development opportunities for tech support staff;
- Evaluating new systems and acting as a change agent for the success of new system implementation by meeting with vendors, arranging for demonstrations and trials, working with pilot program members, and planning long-term financial implications of technological change;
- Planning and implementing professional development and learning opportunities for teachers, administrators, staff members, and parents. Also plans and manages visiting consultants;
- Keeping the technology professional development plan up to date by meeting one-on-one and in small groups with teachers and administrators, conducting in services, and conducting learning opportunities for parents.

Technology Leader:

As a leader, the Director of Learning Innovation and eLearning is responsible for the successful planning, reporting, and operations of the department by:

- Providing leadership in technology;
- Providing leadership to the school board as needed;
- Representing ACS in regional technology communities, such as the NESA Virtual School Project, NESA Ed Tech Collaborative, and Technology Advisory Group;
- Staying abreast of new developments in technology by attending technology learning conferences, participating in online educational communities, reading current technical literature, and testing new hardware and software.

Technology Skills Coordinator:





The Director of Learning Innovation and eLearning provides leadership in the development of strategic approaches for skill development by:

- Coordinating a program which integrates technology instruction as an important vehicle for successful implementation of the curriculum;
- Providing professional development on technology and data systems for new staff and faculty;
- Assisting faculty and staff with professional technology-based computer hardware and software;
- Visiting classrooms regularly in order to view close-hand the implementation of curriculum and the use of appropriate instructional strategies;
- Providing administrative and technical support for all instructional technology to improve learning outcomes, facilitate technology-rich teaching, and advance curricular innovation.

Technology Systems Coordinator:

The Director of Learning Innovation and eLearning coordinates the systematic development, evaluation, and ongoing operations of the technology functional areas, including:

- Reviewing, revising, and ensuring compliance with the ACS Responsible Use Policy;
- Remaining knowledgeable of the current “best practices” regarding the implementation and instruction of computers and appropriate technology;
- Directing the management and maintenance of the administrative and K-12 school management systems and instructional hardware and software;
- Tracking and advising on software licensing and agreements;
- Recommending hardware and software upgrades that will provide the school with a consistent and ongoing integrated technology program;
- Further assisting technology’s move away from the “stand-alone” computer curriculum, into one that integrates technology across all disciplines;
- Supervising technology support staff in the performance of their duties;
- Developing the technology budget for the school;
- Managing the school emergency message system.

PERSONAL AND PROFESSIONAL QUALITIES:

- Proven skills in various software applications, technology-based lesson design, group facilitation, organization, writing and communication, as well as staff development
- Experience in educational technology planning
- Models ethics, respect and kindness towards all members of the ACS community
- Maintains effective relationships with teachers, parents, students and administrators;
- An ethical, principle-based leader who communicates high standards and expectations;
- Highly developed interpersonal skills with the ability to be diplomatic, manage internal politics, and build consensus in a complex environment;
- Excellent problem solving and analytical skills;
- Excellent at solving problems creatively;
- Excellent writing/editing skills;
- Excellent speaking and presentation skills;

QUALIFICATIONS:





AMERICAN COMMUNITY SCHOOL OF ABU DHABI
T +971.2.681.5115 | P.O. BOX 42114. ABU DHABI, U.A.E.

- Master's Degree with a valid teacher certification or equivalent preferred
- Experience in working with instructional technology in a K-12 school setting
- Minimum of five years leadership in information technology and information literacy

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