

## LEADERSHIP POSITION

# DIRECTOR OF TECHNOLOGY

The American School of Dubai (ASD) is a college-preparatory, PreK to G12, independent, not for profit, US curriculum school offering what is best about American education to provide learning experiences designed to promote the maximum potential of its students. We challenge and inspire each student to achieve their dreams and to become a passionate learner prepared to adapt and contribute in a rapidly changing world.

**OUR CAMPUS** ASD is located in a residential area within Dubai, the global business and cultural hub of the United Arab Emirates. The ASD campus is a 23-acre, million square foot, wireless, state-of-the-art facility and includes spaces designed to promote phenomenal learning experiences for approximately 1900 students, representing over 70 nationalities. The campus offers 100 classrooms, an Early Learning Center, two libraries, multi-purpose rooms, a 630-seat performing arts theatre, a black box theatre, a field house, indoor and outdoor running tracks, a climbing wall, regulation soccer fields, playing fields and play areas, a dance studio, fitness center, two 25-meter swimming pools, six tennis courts and two cafeterias. The facilities provide for band and choir, offers five art studios, nine science labs, three maker/STEAM labs and a student-broadcasting studio.

**STANDARDS BASED STUDENT LEARNING SYSTEM** The goals of the student learning program are established through strategic planning, and all program efforts and professional learning are aligned with these goals. ASD subscribes to the tenets laid out in Schooling by Design, supporting the idea that all learning decisions support the Mission. Continuous efforts are made to ensure that there is a common, inclusive, guaranteed and viable, standards-based curriculum that is documented, continuously reviewed and continually revised in order to improve student learning. The faculty work collaboratively in teams and departments in support of continuous student learning that is guided by our Learning Principles, our Student Profile and our Student-Centered Learning Continuum.

**INDIVIDUALIZED LEARNING** ASD is committed to academic excellence; providing an international perspective and a comprehensive education; and preparing every student to be future ready. ASD follows the common core and standards-based learning models for classroom instruction and student assessment, focusing on student mastery of concepts and skills. Flexible learning spaces in the Elementary School enhance the foundation of teaching and learning, and support co-teaching in K1 and K2 classes. The Middle School incorporates Design Thinking and inquiry based learning to allow the exploration of individual interests. The High School offers 25 AP classes, AP Capstone, distance learning, and INSPIRE global trips (cultural, eco-adventurous, or service learning experiences) to enhance the rich educational opportunities.

**CAMPUS LIFE** ASD students are engaged every day with learning beyond the classroom. The school provides a wide variety of activities for students, parents, faculty, and staff to foster and encourage a healthy lifestyle.

Visit [asdubai.org](https://asdubai.org) to learn more.

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**Position Summary:** The American School of Dubai (ASD) aims to maintain itself at the forefront of technology that is built on state of the art infrastructure, solid pedagogy, and a holistic innovation vision. The Director of Technology leads the information technology and education technology teams to support the achievement of this vision by providing guidance in the allocation of resources, planning and implementation of comprehensive professional development opportunities, as well as the ongoing review of programs. He/she will ensure that adults and students have access to programs and professional development activities to develop the skills necessary and to achieve the student performance objectives. Additionally, he/she will ensure that the infrastructure, security, hardware and devices provided supports the seamless access to technology throughout the campus, for all users. The Director of Technology is a passionate and talented leader who will embrace the power of technology needed to re-imagine the learning environment, personalize learning, and cultivate collaboration, communication, and innovation within and beyond the walls of ASD.

As a member of the senior leadership team at ASD who will be reporting to the Superintendent, the Director of Technology will provide the team with support, advice to determine the strategic direction and vision in the areas of innovation and technology through close collaboration with all key stakeholders.

### Strategic Leadership:

- Ensure that ASD maintains various types of technology that support diverse learning experiences
- Leads the development, review and implementation of the school's technology vision in collaboration with the key stakeholders
- Inform the design and set-up of school facilities ensuring they are consistent and aligned with current research and best practice, and encourage collaboration, creativity, and learning
- Support the strategic use of technology as an effective communication medium and information source by ensuring the availability of a variety of modern tools
- Ensure that the strategic initiatives are achieved by planning and implementing the infrastructure to support the technology needed to support the key school objectives
- Monitor research and development to identify trends in education technology
- Develop strategies, approaches, and initiatives to support and encourage innovation across divisions and departments
- Monitor the success (and failures) of new technology initiatives to inform plans and use of tools and applications
- Evaluate and advise on the use of technology tools to support faculty to better deliver learning opportunities

### Learning Leadership:

- Collaborate with the leadership team to ensure that support is provided to enable teachers to deliver on curricular standards that focus on information and digital literacy.
- Partner with the leadership team to lead and enhance the best pedagogical practices for all faculty and staff
- Ensure that all students, faculty and staff have access to the devices they need to allow for appropriate communication, collaboration, and innovation

### **Administrative Leadership:**

- Support the development and implementation of clear guidelines and effective processes for purchasing, renewing and implementation of technology software systems, innovations and applications
- Ensure that ASD maintains the technology infrastructure sufficient to support the introduction of an integrated data and management system and related business office operations
- Tests technology applications, tools and programs to assess proposed products, programs or tools, provide feedback for the administrative decision processes, to ensure appropriate acquisition of educational and operational technology solutions and to assist others with these functions.
- Conduct an annual review to ensure that the Technology Vision is being met and evaluate the effectiveness of this vision
- Provide leadership in the planning, review, addition and/or elimination of IT tools and programs (databases, programs and applications) in collaboration with members of the IT department and other key stakeholders
- Collaborate with the Directors in the organization to ensure that software systems provide the necessary data and reporting to move the organization forward with data driven decision-making
- Support system administrators of systems such as: PowerSchool (SIS), Google Workspace for Education, IDP (Data Dashboards), Follet/Destiny (library assessment management), document management, Odoo (ERP system) and all other systems that are part of ASD architecture
- Oversee the testing of all new systems and upgrades
- Purchases and manage both capital and operational budget expenditures related to technology
- Provide cross team activity between IT and other departments and with relevant key stakeholders providing business continuity functionally, life event support, disaster recovery and succession planning
- Lead ASD's user and device data protection services
- Serve on the oversight committee and/or as the lead project manager for the successful implementation of new technology programs, projects and/or process reviews
- Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations
- Other duties and responsibilities as assigned by the immediate supervisor

### **Schoolwide Responsibilities:**

- Engages with the colleagues in a committed effort to continue to grow as an educator
- Openly supports and abide by all school policies and procedures
- Models the 'Core Values' in interactions with the school community
- Models the skills and attitudes of global citizenship, antiracism and intercultural sensitivity and proactivity

### **Knowledge, Skills and Abilities:**

- Demonstrate the ability to develop high academic and behavioral expectations, collaborative planning and program development, responsive management and personal accountability
- Maintains up-to-date knowledge of significant trends in education, legislation and regulations impacting the school at local, regional and international levels and not limited to best practices,

educational technology, learning theories, blended instruction delivery, mandates and legal updates

### **Required Qualifications:**

- Bachelor's degree in a related field (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines) preferred
- Five years prior successful leadership experience
- Expert knowledge of the Google Suite
- Solid understanding of and experience with cutting edge technologies and innovations that may be utilized by schools
- Strong background in IT with the demonstrated ability with systems integration, IT infrastructure, database administration and network administration
- Proven skills in leadership, group facilitation, organization, writing, listening and communications

### **Preferred Qualifications:**

- Master's Degree and active certification with course work emphasis in a field related to education leadership and/or information technology/innovation
- Demonstrated competency in project management
- Prior experience managing library and media services in a K-12 school setting
- Experience implementing or working in an environment with an ERP system

### **Salary and Benefits:**

Salary is highly competitive and will be dependent upon the qualifications and experience of the successful candidate. Benefits include housing, health insurance, life insurance, home leave, shipping-in and shipping-out allowances, retirement contributions and ongoing professional learning opportunities. Interested candidates are encouraged to apply as soon as possible. ASD has the right to close the position once the successful candidate has been identified.



**Live. Work. Learn. Teach.**

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