Director of Technology and Innovation
with leadership of 3K-12 Operational and Instructional Technology

Summary

This person is responsible for developing and leading the strategic vision for the innovative use of technology at AIS in support of the school mission. This is a critical school role overseeing Atlanta International School's short-term operational efficiency and long term strategic planning, in order to ensure that the school's technology program is driven by and best maximizes student learning.

Directly Reports to: Head of School

Direct reports: Head of Instructional Technology, IT Manager, Head Librarian.

Guiding Principles:

- Supports and advances the mission and vision of the school
- Supports student learning and achievement through cooperative effort and best practices
- Supports and promotes the goals of the IB program
- Supports and advances international education

Essential Duties and Responsibilities

Technology Planning and Management

- Works with school leadership and other stakeholders to develop and manage a Technology Strategic Plan as part of the overall AIS Strategic Plan
- Leads and facilitates collaborative conversations throughout the school focused on technology and innovation.
- Maintains an organizational structure that enables AIS academic and operational technology staff to achieve short-term and long-term goals
- Coaches and appraises both instructional and operational technology staff in routine operations and on their annual goals related to strategic initiative implementation
- Leads the annual budget and long-range financial planning process for AIS Technology through partnership with departmental stakeholders
- Responsible for maintaining budgets and tracking spending
- Performs benchmarking (both qualitative and quantitative) of AIS technology against local and international peer groups, and develop and implement performance metrics for all aspects of AIS technologies
- Actively manages risks, investments, and vendor relationships for school-wide technologies
- Ensures that process documentation exists for all routine operational procedures

3K-12 Curriculum

- Leads school in aligning with the International Society for Technology in Education standards (ISTE)
- Works closely with the Head of Curriculum and Professional Development and the school's Academic Council to support and advance whole-school curricular and academic goals
- Helps to develop curriculum scope and sequence for ICT curriculum and integration into core subjects
- Identifies best practices and research to assist teachers in supporting student learning throughout the curriculum
- Is knowledgeable about all aspects of the curriculum with expertise in integration of IT in promoting effective teaching strategies, differentiation of instruction, and effective assessment techniques that can be used across languages and grades
- Coordinates and develops professional development opportunities for teachers and administrative staff, including planning and delivering workshops and developing resources
- Leads parent workshops on technology-related topics, including digital citizenship and Internet safety, technology and ICT curriculum overviews, use of the school website, school databases, and other online systems, and other topics as appropriate
- Explores and oversees opportunities for students to extend themselves through additional co-curricular and extra-curricular opportunities in technology
- Works with Librarians and Counselors to coordinate inter-departmental technology initiatives (i.e., Digital Citizenship, Information Literacy, etc.)
- Evaluates emerging advancements in technology and the latest research in ICT teaching and recommends changes to curriculum and infrastructure when appropriate
- Collaborates with faculty and administrative staff to develop technology-related policies (Responsible Use Policy, Social Media, etc.)

Other
- Maintains an active role in the local, national, and international educational technology community, attends and presents at conferences and workshops, and collaborates with other technology professionals to advance and promote the school's instructional technology program and ensure that the school maintains an innovative and effective approach to instructional technology
- Follows and implements all school policies and procedures as outlined in the Employee Handbook
- Oversee all IT-related recruiting

Skills and Requirements

- The vision and experience to make AIS a cutting edge educational environment.
- Strong demonstrated knowledge of operational IT with the ability to strategically plan projects in collaboration with the IT Manager, operational and instructional teams.
- Strong demonstrated knowledge of instructional IT with the ability to strategically plan projects in collaboration with the Head of Instructional IT and the instructional and operational team.
- Minimum of 5 years of technology leadership experience with progressively-increasing responsibility in a K-12 environment
- Degree in Instructional Technology, MIS or a related field, or comparable experience
- Experience working with infrastructure that supports K-12 educational functions
- Experience working with a variety of operating systems, devices, and software applications
- Experience with Design Thinking and other innovation mindsets and frameworks
- The ability to independently oversee, manage, and delegate multiple tasks and projects in a timely fashion
- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills