Upper School Information Technology Integration Specialist
International School of Prague

Job Description

The International School of Prague (ISP) believes that Information Technology (IT) plays an essential role in inspiring learners to lead healthy, fulfilling and purposeful lives, and to prepare them to adapt and contribute responsibly to our changing world. IT supports our learners to engage in an authentic global education and helps create a nurturing student-centered environment. Information Technology is used at ISP when it enhances understanding to develop and apply technology skills in integrated ways in line with the National Education Technology Standards (NETS) created by the International Society for Technology in Education (ISTE).

Summary:

The Upper School Information Technology Specialist collaborates with faculty, students, curriculum team leaders (CTL) and IT colleagues to support curriculum, instruction and information technology integration efforts and activities. The US IT Specialist also coordinates utilization of information and technology resources and systems in the Upper School. As a member of the Information Technology Department, the US IT Specialist works closely with other members of the IT team to provide technical and project support as needed. Finally, the US IT Specialist collaborates with the IT Director and Upper School Principal to design, communicate and implement the IT goals for the assigned section within the scope of the school-wide IT plan and strategic plan.

Work Conditions:
- This is a full-time integration position.
- Reports to the Director of Information Technology and US Principal

Overarching Responsibility:

1. Visionary Leadership

Inspire and lead the collaborative development and implementation of a shared vision for the comprehensive integration of technology to promote excellence and support transformational change throughout the instructional environment.

2. Teaching, Learning & Assessment

Assist teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.

3. Digital-Age Learning Environments

Create and support effective digital-age learning environments.

4. Digital Citizenship & Responsibility

Model and promote digital citizenship and responsibility.

5. Professional Development & Program Evaluation
Develop technology-enhanced professional development programs and conduct regular and rigorous program evaluations to assess their effectiveness and impact on student learning.
6: Continuous Learning and Professional Growth
Engage in continuous learning, reflect on their professional practice and engage in relevant field experiences.

Specific Responsibilities

- Work with teachers in Grades 9-12 to facilitate the integration of IT into their course curriculum.
- Supervise, manage, coordinate, facilitate, and act as point person for the 1 to 1 Laptop program with parents, faculty and students in close collaboration with the IT Director and Upper School Principal.
- Communicate updates, project information, and new resources to US faculty via faculty meetings, email, and face to face contact.
- Act as an Upper School representative on all PreK-12 IT Committees, groups, faculty meetings and IT Department meetings.
- Coordinate with US departments to develop new instructional uses of information technology and support existing ones.
- Design, facilitate and implement IT professional development sessions (Cyber Cafes) on a regular basis.
- Provide instructional classroom support for hardware such as laptops, projectors, smartboards, ipads and other school-owned devices.
- Provide instructional classroom support for school-owned software and web applications.
- Provide appropriate technical and instructional training and support to teachers on Google Apps, Moodle, PowerTeacher Gradebook, File Maker Pro, and Edublogs.
- Manage all aspects of Edublogs from user and blog creation to communication with Edublogs support.
- Serve as a consultant to IT Director, US Principal and US Secretary on issues regarding PowerSchool (Student Information System).
- Assist with all IT Department special projects and technical support as needed.
- Collaborate with faculty to develop and maintain Upper School NETS (National Education Technology Standards) and IT Rubrics.
- Coordinate with IT team and IT Director to ensure a smooth roll-out of new infrastructure and systems for the completion of a school year and the beginning of the next school year.
- Pilot, test and implement new web resources, software and hardware with interested teachers.
- Attend all Upper School Curriculum Team Leader meetings.
- Provide weekly updates to Director of Information Technology.
- Manage resource calendars for for technology resources in the Upper School.
- Collaborate with the ES and MS Information Technology Specialists, MS/US Librarian and attend all IT Department meetings and retreats.

Requirements:
Teaching certification required. An Education Technology certification is strongly preferred with a Masters, along with demonstrated ability to integrate technology into the instructional program. This position requires the ability to communicate and collaborate effectively with faculty, students, administrators and members of the IT team. Experience with a wide range of hardware and software skills is a necessity. Comfort working in a cross-platform environment is preferred. 1 to 1 Laptop Program management experience required. Powerschool experience preferred.

Evaluation:
The US IT Integration Specialist reports to the Director of Information Technology. Every three years, the Director of Information Technology will conduct a formal evaluation in the framework of the school's Professional Development and Appraisal process in collaboration with the Division Principal.