

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: INSTRUCTIONAL TECHNOLOGY COACH

SALARY SCALE: TEACHER SALARY SCALE

CONTRACT: 191 Days

POSITION SUMMARY: Under the direction of the Director of Technology, the Instructional Technology Coach is responsible for coaching and professionally developing faculty to integrate technology and digital skills throughout the curriculum, in a substantive and sustainable manner.

SUPERVISED BY: Director of Technology with secondary reporting to Division Principal

IDEAL CANDIDATE QUALIFICATIONS:

It is expected that candidates for this position will be highly qualified and able to work with teachers and students in order to maximize the impact of technology on learning outcomes.

- A Bachelor's degree in Instructional Technology, Technology Integration, Instructional Design, or a related field.
- 3-5 years teaching experience with specific experience in the area of Educational Technology and Technology Integration.
- Holds one or more instructional technology certifications or designations (ISTE Certified Educator preferred)
- Experience leading teams and peer coaching, excellent interpersonal skills, and the ability to work collaboratively with teachers, students, parents and staff.
- Demonstrated understanding of ISTE Teacher and Student Standards and technology integration frameworks such as SAMR and TPACK.
- Demonstrated understanding of a variety of instructional technologies, including multimedia content creation, coding, web editing, digital design, robotics, and a wide variety of software and web applications.
- Experience with a variety of Learning Management Systems.
- Understanding of best practices in integration and management of laptops and mobile devices to support and enhance learning.
- Demonstrated understanding of instructional frameworks and strategies, including Common Core, Project Based Learning, Design Thinking, and Understanding by Design.
- Experience designing and leading teacher professional development.
- Excellent interpersonal skills and the ability to work collaboratively with teachers, students, parents and staff.

PARTIAL LISTING OF DUTIES AND RESPONSIBILITIES

- Collaborates with the Director of Technology, Technology staff, and Educational Programs staff to develop and implement a strategic vision for a consolidated, continuum-based approach to instructional technology integration across the school.

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- Works with Divisional Administration and Teacher Leaders to identify, develop, and implement sustainable strategies to incorporate and integrate technology across the curriculum that align with and support whole-school and divisional priorities.
- Assists teachers and subject departments in the identification, evaluation, implementation, and use of appropriate technology resources.
- Designs and delivers teacher professional development workshops, ongoing embedded professional development, and parent and community education.
- Demonstrates and models the **ISTE Standards for Coaches**:
 - **Change Agent:** Coaches inspire educators and leaders to use technology to create equitable and ongoing access to high-quality learning.
 - **Connected Learner:** Coaches model the ISTE Standards for Students and the ISTE Standards for Educators and identify ways to improve their coaching practice.
 - **Collaborator:** Coaches establish productive relationships with educators in order to improve instructional practice and learning outcomes.
 - **Learning Designer:** Coaches model and support educators to design learning experiences and environments to meet the needs and interests of all students.
 - **Professional Learning Facilitator:** Coaches plan, provide and evaluate the impact of professional learning for educators and leaders to use technology to advance teaching and learning.
 - **Data Driven Decision-Maker:** Coaches model and support the use of qualitative and quantitative data to inform their own instruction and professional learning.
 - **Digital Citizen Advocate:** Coaches model digital citizenship and support educators and students in recognizing the responsibilities and opportunities inherent in living in a digital world.

SAS BELIEVES:

- That each employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

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How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Protection at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.