Educational Technology Manager

<u>Period:</u> Initial two year contract

<u>Job Goals</u>

The Educational Technology Manager will ensure that school continues to develop an innovative and highly performing technology service that supports digital learning in the school. The Educational Technology Manager is also responsible for the continued development and management of school information systems. The position holder, in this key leadership role, is expected to be a contributing member of the school´s Leadership Team and the school´s Administrative Leadership Team (ALT).

The Educational Technology Manager supervises the following IT staff: IT System and Network Administrator, Database Administrator, IT Technician and collaborates with the Technology Integration Specialist.

<u>Reports to</u>: Director

<u>Position</u>: Full time

<u>Salary</u>: Band D on DIS Salary Scale

<u>Responsibilities</u>

1. Administrative/Management

- Provide day-to-day management of IT personnel.
- Hold probationary and annual performance reviews of IT personnel.
- Prepare and present reports on technology issues as directed by the Director and Principals.
- Work with IT Technician, IT Network Administrator and Technology Integration Specialist to plan to ensure that the following key application areas are sufficient for school needs, such as
    - school network,
    - email,
    - school information database,
    - core system backup,
    - time tabling,
    - curriculum management,
    - virtual learning environment,
    - school curriculum mapping software,
    - library cataloging software,
    - inventory software,
    - DATEV.
- Develop and communicate school IT expectations and guidelines for the community.
- Develop and communicate operation procedures for students and staff in the area of IT.
- Develop and chairs regular IT department meetings that guide the instructional technology direction of the school.
- Develop a system-wide technology plan for 2020/21 onwards, and report this to key stakeholders.

- Recommend budget requirements to support the school's technology plan.
- Build working relationships with key community leaders and external organizations.

2. Educational Technology
- Ensure the development of an educational technology infrastructure that meets the demands of the vertically articulated technology curriculum.
- Work with the IT Network Administrator and Technology Integration Specialist in the planning and acquisition of educational and administrative systems hardware.

3. Database Development and Management
- Work with school administrators and Database Manager to identify developing student data management needs in the school, and develop processes to support those needs.

Qualifications and Requirements
- Master´s Degree and/or Certification in Education Technology, BA teaching certification, ideally 3-5 years of experience directly related to the duties and responsibilities specified.
- Proven experience in developing a vision and strategy for developing innovative practice for digital teaching and learning.
- Demonstrated ability to collaborate with teaching staff, school leadership and to lead a team of IT support staff.
- Leadership experience in a similar role
- Organizational skills,
- Budgeting experience.
- Absolute fluency in English (native or near native speaker level)