

## Job Description

**Job title/Position:** Technology Integrator and Coach

**Division:** Primary School

**Supervisor:** Primary School Principal

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### Position Overview

The Primary School (PS) Technology Integrator and Coach supports and collaborates with teachers in promoting student learning through all aspects of the IBPYP curriculum, utilizing ICT to support instruction and assessment of the cognitive, aesthetic and social/emotional development of the students for the specified grade level and single-subject classes. The Primary Technology Integrator reports directly to the Primary School Principal, but is supported by the Director of Technology. The integrator works collaboratively with grade level team members: co-teachers, teachers, intern teachers and single-subject teachers, team leaders and the leadership team to effectively implement the IBPYP and strives to ensure that the curriculum and interactions meet the needs of all students in line with the mission, vision and values of the school.

### Qualifications and Experience

The Technology Integrator and Coach should have:

- A degree/certification in early childhood/elementary education
- Extensive experience in technology delivery
- Positive attitude
- Expertise in iOS, MacOS X and Web 2.0 Tools
- Highly effective communication skills
- Strong interpersonal skills
- An ability to multi-task and problem solve

### Preferred Skills and Experience

- Proven ability to work in a multi-cultural environment
- An advanced degree in educational technology
- Developing curriculum
- An ability to participate in and establish collaborative structures
- Recent and relevant professional development
- Experience in IBPYP
- Google Apps for Education Certified

### Specific Responsibilities

- Leading and modelling lessons
- Maintain effective classroom management practices

- Coordinate, assess, and implement a sustainable plan for integrating technology across the PS curriculum
- Collaborate with the Primary Principal and Director of Technology on the coordination and implementation of primary educational technology initiatives
- Collaborate with the faculty and administration via planning, coaching, modelling for the utilization of technology tools and resources to support student learning
- Continually assess the impact of technology on student learning and instructional effectiveness
- Lead regular meetings with instructional teams to share information, identify instructional objectives and plan for technology integration opportunities
- Plan, coordinate and develop technology-related professional development in collaboration with the Primary Principal and Director of Technology
- When appropriate, leads class instruction in support of curricular objectives
- Collaborate with PK-5 classroom teachers to coordinate MakerSpace experiences with constructivist values and integrate cross-curricular lesson extensions that can be taken back to the classroom
- Support and implement the vision, purpose and values of HKA's Makerspace and to extend learning beyond the curriculum. To provide a place for interest-led, collaborative learning to take place, with a focus on the development and integration of science, technology, engineering, art and maths skills (STEAM)
- Managing the primary school's Makerspace. The post holder will be responsible for the smooth operation of the Makerspace. This will include managing resources and providing supervision. Hardware maintenance also forms part of the role as does the management of consumables
- Provide technical support and instructional assistance for teachers who are delivering lessons in the technology lab
- Provide technical support for teachers who are delivering lessons utilizing technology
- Maintain positive communication with parents and their community e.g. technology blog
- Participate as an active member of the Specialist Team
- Coordinate flexible scheduling and planning with the classroom teacher
- Maintain and support the provision of technology resources for all PS classrooms
- Support the filming of primary assemblies and events, and publish them to the school community

### General Responsibilities

- Communicate and liaise on a regular basis with fellow team department/grade members with regards to planning, assessment, parent and community contact, subject organization and classroom issues including discipline, expectations and routines

- Take an active role in behavioural management and pastoral care within the HKA community
- Attend and constructively contribute to staff meetings
- Treat and speak to children with respect
- Respond to children's work and behaviours objectively
- Assist with school events as required
- Participate in weekly planning meetings and be up to date with day to day planning
- Participate on school committees, such as WASC accreditation and Technology committees
- Continue professional development through conference attendance, seminars, network meetings, journals, online communities.
- Other duties as assigned by Supervisor

### **School Hours**

7:45 a.m. to 3:45 p.m. Monday to Friday. Classes meet 8:00 a.m. to 3:10 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:30 p.m. to 4:45 p.m.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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