



Dhirubhai Ambani International School

Job Description of Director of Technology

The position of the Director of Technology is a whole school role.

DAIS is a multi-curriculum School with varied requirements specific to each curriculum. However it is enveloped with a common vision for technology. The Director of Technology is expected to lead the effort to create this vision for technology in the school and incorporate technology into the classrooms across these streams. DAIS is a Microsoft Showcase School and Microsoft tools are fundamental EdTech components.

This position will report into the Dean & CEO.

Specific duties and responsibilities of the Director of Technology will include, but will not be limited to the following:

Vision and Planning

- Engage stakeholders in developing and adopting a shared vision for using technology to support a digital-age education.
- Build on the shared vision by creating a strategic plan across the school for short-term and long-term goals.
- Evaluate progress on the strategic plan, make course corrections, seek user feedback to measure the impact of the strategies adopted.
- Share best practices to ensure continuous improvement and produce and update the learning technology dashboard.
- Supports the implementation of operational and educational technology initiatives.

Professional Learning, collaboration & coaching

- Coach teachers in and model design and implementation of technology enhanced learning experiences for students.
- Collaborate with the Heads & Administration team to maintain and manage the digital resources for teachers, students and administration.
- Conduct needs assessments and develop technology-related professional learning programmes which contribute to improve teaching and learning.

Curriculum & Instructional Responsibilities

- Work alongside teachers and tech. coaches to model impactful teaching using technology and tech. tools to impact student learning. This includes modelling, observing, giving feedback and engaging in conversation about using technology.
- Oversee and facilitate the periodic review and revision of the K-12 computer curriculum.
- Engage with the development and implementation of makerspace learning.
- Develop and implement a continuing evaluation of the instructional technology programme and implement changes based on the findings.

Staff development and support

- Identify training needs of staff and facilitate staff training.
- Organize and deliver training for staff in the instructional applications of technology.

Key skills and attributes

- Demonstrated ability to engage with multiple stakeholders to develop the technology vision for the school.
- Excellent interpersonal and communication skills.
- Educational Leadership experience is required.
- Ability to relate to teachers with diverse experience and technical capabilities.
- Strong technical background
- A belief in the importance of 21st Century Skills
- A commitment to international education
- Demonstrate being a lifelong learner
- Desirable EdTech certifications
 - Microsoft Innovative Educator
 - Microsoft Certified Educator
 - Apple Teacher, Adobe Creative Educator, Google Educator
- Ability to leverage the school's current EdTech tools:
 - Microsoft/Office 365
 - Teams, OneNote (Class Notebook), OneDrive
 - Outlook, Word, Excel, PowerPoint
 - ESS SIMS
 - Toddle
 - ManageBac
 - Adobe Creative Cloud, Canva, Follett Destiny, Turnitin