

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Educational Technology Coordinator	Reference: 211102
Function/Department	Academic	Location: Hong Kong
Manager Title	Head of School and Principal(s)	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The role of the Educational Technology (Ed-Tech) Coordinator is to train and inspire students, teachers and the wider school community to integrate technology in the curriculum. The Ed-Tech Coordinator will be innovative, creative and will promote the use of technology in the classroom in all curriculum areas. The Ed-Tech Coordinator will work with students and staff in Stamford, across all curriculum areas.

Responsibilities

Relationships:

- Developing trusting and effective relationships with the all students and parents
- Establishing supportive and positive working relationships with all members of staff
- Becoming a presence across the whole school and a representative of it within its wider community
- Working in close partnership with teachers and the leadership team in ensuring a professional, creative and enjoyable environment

Educational Role:

- Developing and executing the preparation, planning and delivery of student-centered learning activities using the ISTE Standards, MYP/DP concepts and AERO Standards
- Upskilling teachers and admin on Educational Tech-Tools and design materials
- Actively promoting the Educational Technology Program and Stamford American School Hong Kong to a global audience
- Using a wide range and balance of teaching and coaching strategies
- Viewing students as thinkers with their own emerging theories
- Planning to ensure that 'students achieve more than they think they can', by collecting and using data, and other formative and summative assessments
- Being passionate, energetic and model a love of learning
- Planning in a collegial and professional manner with peers, showing respect, being prepared and on time, and adhering to the school wide meeting norms and team's essential agreements at all times
- Confidently running professional development sessions to inspire and energise staff and parents in a variety of areas

Extended Professional Role:

- Running professional development sessions to inspire and energise staff and parents in a variety of technology and service related areas
- Manage Virtual Learning tools and training for staff, faculty, students and their families.
- Evaluate the efficacy and sustainability of current and future uses of educational technology in grades KG1-12, including robotics, coding, and computational thinking.
- Contributing towards the spirit of Ed-Tech Integration by immersing yourself in best practice
- Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of Stamford American International School
- Taking responsibility for the class during times of emergency
- Ensuring that the children are safe and secure at all times

Duties of the Role:

- Co-teach classes and work with teachers to develop effective technology integration into curriculum programmes
- As needed, assist the STEMinn Coordinator to educate students on design processes and handling of tech-tools
- To provide any other reasonable duties delegated by School Management
- To teach any classes as deemed necessary

Position Requirements

- At least 3 years of experience in working with children as an Innovation, ICT teacher, coach or integrationist with relevant teaching qualifications
- Experience with Apple products essential (1:1 program K-12)
- Strong understanding of ISTE Standards and AERO Standards preferred
- Curriculum integration knowledge essential
- Expert knowledge of MacOS, iOS, Google Workspace for Education, and Seesaw.
- A design thinking mindset with knowledge and experience with product design and 3D printing preferred
- Experience with Powerschool SIS, Powerschool Learning and Managebac preferred
- Innovative thinking skills and flexibility with time management skills
- Passionate, energetic, loves to learn!
- Positive and fun-loving personality (a people person)
- Possess highly developed interpersonal and teamwork skill
- Excellent verbal and written English skills
- Good references on request
- International teaching experience preferred

Qualifications

- Master's degree in Educational Technology preferred
- Google/Apple certifications advantageous

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

Working Conditions

- Duties performed within a school environment.
- Will e required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects may be required Identify the working conditions and physical demands related to the essential duties – working outdoors, travel, and overtime.

Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.