UNIS Hanoi - Position Description

Division: **Middle School/High School**
Position: **Technology & Innovation Coach**
Reports to: **MSHS Principal**

At UNIS Hanoi we value cultivating *personal and academic excellence* through:
- Our approaches to teaching and learning
- Concept-based, disciplinary and transdisciplinary teaching
- Varied assessment strategies to allow students to showcase their strengths and progress.
- Strong connections and relationships between students, colleagues and parents

Responsibilities:

Leadership
- Work with school leadership to help the school realize a coherent vision of technology
- Develop strategies to implement the school's existing technology strategy and vision
- Help educate and inspire teachers and leadership with regards to tech integration
- Foster innovative pedagogies that make purposeful use of technology and promote maker education
- Participate on leadership teams (Tech Leadership Team, Digital Learning Team, Tech Coordinator's Team, Grade Level Leaders as required, Curriculum Leader Team)
- Connect with the community to promote and model effective use of technology through a combination of parent workshops, hackathons, Edtech meetups and the annual Vietnam Tech Conference.

Teaching, Assisting, and Coaching
- Coach and mentor teachers in
  - designing opportunities for meaningful technology integration through a co-planning and co-teaching model
  - developing methods to assess student learning
  - actively using technology in their classroom teaching
  - Incorporating authentic 'maker' education into units
  - Identifying areas for tech innovation in their practice
- Understand and implement up-to-date tech standards (i.e. ISTE)
- Providing support and internal professional development to individual teachers and teams who are interested in advancing their technology skills and technology integration practices
- Model the skills and attitudes of a self-directed, lifelong learner through the effective use of technology, social media and professional learning networks
- Model innovative practices by leading or co-teaching particular classes as needed
- Work with school leadership and teachers to implement school-adopted tech standards
- Facilitates the collection, analysis, and use of classroom and school-based data to identify opportunities to improve curriculum, instruction and assessment

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Staff Professional Development
- Collaborate with the Tech Support Office, Division Principals and student support teams to identify, organize and evaluate professional development that will support teacher onboarding, instructional practices and improve student learning

Managing Resources and Learning Environment
- Collaborate with the Technology Director and Division Principals during the technology budgeting process
- Help teachers and librarians identify and evaluate potential hardware and software that can support and help them innovate their work
- Initiate, create, and oversee systems within the school to further the school's technological vision through the tech innovation process.
- Work with the Tech Support team to distribute and troubleshoot hardware and software where appropriate

Position requirements:
- Bachelor's degree or above in a closely related field
- A Bachelor's degree in education and/or a teaching license
- Google Workspace certification preferred
- Experience designing and implementing online learning environments
- Extensive teaching and technology integration experience
- Experience in curriculum development
- Proven track record of technology innovation
- The ability to work as part of a team
- Strong communication and interpersonal skills
- Excellent organizational and time management skills

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