



SSIS is a college preparatory school committed to the intellectual and personal development of each student in preparation for a purposeful life as a global citizen.

Summary

Job Title: Director of Educational Technology

Reports to: Head of School

Teams: ICT Team, Senior Leadership Team

Contract: Initial 3-year Admin II contract

Description: As a member of the school's leadership team, the Director of Education Technology is responsible for helping implement the school's mission and serves as a role model to develop the Core Values in all students. The Director of Education Technology works in partnership with the Senior Leadership Team to advance the educational and infrastructural components of technology to benefit student learning and the efficiency of operations. This person builds and oversees SSIS's short-term instructional technology efficiency and supports the implementation of the long-term strategic plan. The ideal candidate has a technology delivery background across applications and is passionate about driving continuous improvement in SSIS processes. The Director of Educational Technology plays a key role in contributing to the means by which students achieve the Core Values and the SSIS Profile of a Learner. They also maintain SSIS's position as a technology leader and model within Vietnam and Southeast Asia.

Qualifications

1. Required Qualifications

- Master's degree in Educational Technology, Computer Science, or a related field.
- Teaching Experience

2. Preferred Qualifications

- Expertise with large Apple and Google Environments.
- Excellent understanding of systems and database integration

Experience and Skills

1. Required experience and skills

- At least five years of full-time an educational technology position;
- Experience in a senior managerial role as a technology coach or similar position;
- Excellent verbal, written communication, and presentation skills;
- Highly knowledgeable of eLearning platforms;



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- Experience providing professional development and training for parents, students, and teachers;
- Experience with reporting tools (Tableau, Google Data Studio, Power BI, etc.....)
- Experience running Apple systems and Google Environment.
- Experience with Apple-centric MDMs in large environments

2. Preferred experience and skills

- EC/K-12 proven Leadership Experience;
- Strong interpersonal skills and ability to effectively communicate with teams across the entire school;
- Experience with PowerSchool and related platforms (Schoology, Chalk), SeeSaw, Schoolsbuddy, and other systems, including migration to/from platforms.

Responsibilities

Education Technology Planning and Management

- Plans, develops, and communicates ed tech strategies, solutions, and action plans (in coordination with other senior leaders) in support of the SSIS Strategic Plan;
- Leads in the development of learning platforms and ICT-integrated strategies to bring about quality teaching and learning in the classroom;
- Coordinates the instructional technology coaches and facilitates the continuous learning of staff in the use of ICT through identifying development needs, planning professional development programs, organizing and conducting training, and ensuring ongoing improvements to the systems and network;
- Recommends budget items in collaboration with IT Director and Teaching, Learning Office, the Senior Leadership Team, Head of School, and Associate Head of School for Finances and Operations;
- Supports all new and enhancement programs and projects. And initiatives related to educational technology usage;



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Curriculum, Instruction, and Professional Development

- Recommends, communicates, and leads the implementation of and continual training in technology and platform systems enhancement, change, and usage by teachers, students, and parents;
- Works with the Teaching and Learning Office to advance whole-school curricular and academic goals involving education technology platforms;
- Identifies best practices and research to assist teachers in supporting student learning throughout the curriculum through educational technology platforms;
- Leads and develops faculty professional learning;
- Affects change, in collaboration with the Teaching and Learning Office and Technology Office, on teaching strategies, differentiation of instruction, and effective assessment techniques that can be used across grade levels through technology;
- Facilitates student and parent workshops and a continuum of learning for technology-related topics, including digital citizenship and internet safety, technology curriculum, use of the school digital resources, school learning platforms, and other topics as appropriate;
- Maximizes the efficiency and effectiveness of current education technology platforms for students, teachers, and parents;
- Leads and coordinates SSIS's collaboration with Vietnam Technology Conference every February (shared with UNIS Hanoi);
- In collaboration with the Activities Office, explores and oversees opportunities for students to extend themselves through additional co-curricular and extra-curricular opportunities in technology (ex., robotics and coding);
- Works with Librarians, Counselors, Intellectual Development leaders, and IT Coaches to coordinate inter-departmental technology initiatives (ex., Digital Citizenship, Information Literacy, etc.);
- Collaborates with administration, faculty, and administrative staff to develop technology-related policies (Responsible Use Policy, Social Media, etc.);
- Supports teachers and administrators as they strive to develop and embed current and emerging technologies that support 21st-century teaching and learning;



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- Provides recommendations and collaborative leadership for the school's 1:1 device program and future strategic initiatives that make use of increased technology integration.

Technical Infrastructure

- Supports and recommends, with the Senior Leadership Team, the systems across the school for both student information systems and operational databases, including, but not limited to:
 - Student course scheduling
 - Student Information System (SIS), Learning Management Systems (LMS, and curriculum Management Systems
 - Report cards, transcripts, and re-enrollment in the SIS
 - Ensure data integrity between SIS and other EdTech systems

Data Integration and Utilization

- In collaboration with the Technology Office, establishes and supervises procedures that regularly review technology products used by the school;
- Works with members of the school's leadership team to determine the best way to gather, utilize, and archive pertinent data (educational and operational);
- Works with the Technology Office, Senior Leadership Team, and appropriate office managers to support the coordination and integration of individual data systems into a coherent whole that effectively serves all educational and operational needs of the school;

Other Duties

- Maintains an active role in the local, national, and international educational technology community, attends and presents at conferences and workshops, and collaborates with other technology professionals to advance and promote the school's instructional technology program;
- Follows and implements all school policies and procedures;



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- Support adherence to Personal Data Protection compliance;
- Oversees all technology related recruiting;
- Performs other duties as assigned by the Head of School.

Child Protection and Safety:

The Saigon South International School promotes a safe and positive community and has a special obligation to protect students. All Employees are bound by the Code of Conduct and required to submit a government-issued background verification. All members of the community are responsible for the safety and well-being of every child.

Note:

All Saigon South International School employees will have a job description that will outline responsibilities and specific duties and delineate lines of reporting. However, at times, an employee may be assigned a task that is not spelled out in their job description, including a job customarily assigned to another individual. In such cases, a collaborative spirit of collegial interaction must be demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhere to the spirit, if not the letter of the job description.