

## DIGITAL LEARNING AND MEDIA COORDINATOR

### POSITION SUMMARY

AISB seeks a EC2-12 Digital Learning and Media Coordinator who can provide leadership and creative engagement with the use of digital media to enhance and celebrate learning in our school. This is an important, cross-functional role, leading the Digital Learning Team, and working alongside the IT Manager and their team, as well as the External Relations team.

Division: School-wide, EC2-G12  
Category: Overseas and/or Local Faculty  
Start Date: July/August 2023  
Contract Length: Two years, full time.

### CREATIVE COURAGEOUS COMPASSIONATE

**VISION:** We aspire to be a creative, courageous and compassionate learning community dedicated to a better world for all.

**MISSION:** AISB engages learners with a rigorous and balanced international education that inspires students to get the best from themselves and others and to be ethical and open-minded in their thinking about our world.

**INCLUSION STATEMENT:** AISB is committed and continues to strengthen our practices in creating a safe, inclusive and equitable school community where everyone feels a sense of belonging.

### ESSENTIAL RESPONSIBILITIES

- Engage our community in embracing and updating, where/when needed, our vision and mission statements for the intentional and effective use of digital technologies to support, enhance and celebrate learning.
- Actively support our Digital Learning Coaches in their work across the school, comprised of instructional coaching, technology and maker centered learning integration, and the implementation of a Digital Citizenship Curriculum.
- Audit the use and effectiveness of the range of educational technology and media platforms used across the school, recommending new platforms and eliminating redundancies. Collaborate with the IT Manager on the budgeting and licensing of such tools.
- Work with the Digital Learning Coaches to provide professional learning on digital learning and media to colleagues.
- Model best practices around the use of media, software and personal data as it relates to the EU General Data Protection & Regulation.
- Facilitate effective online learning strategies, assist with the creation of workflows, and recommend digital platforms for this mode of learning.
- Document and promote learning practices and accomplishments of our school through digital storytelling, creating digital artifacts such as posters, infographics, podcasts, videos, tutorials, etc, to be published onto our social media platforms and channels.
- Collaborate with our Manager of External Relations and Communications Officer to develop and deliver our social media strategy to share and celebrate our stories of learning with our parent community and the wider community.
- Encourage and work with colleagues and students to develop their use of digital storytelling practices.
- Engage with the MYP student journalism programme, liaising with the journalism programme teachers.
- Partner with educators, leaders, students and families to foster a culture of respectful online interactions and a healthy balance in their use of technology.
- Supervise administrative tasks performed by the Digital Learning Assistant to meet the needs of the technology integration program and deliver solutions related to data collection and automated systems around the school.

### IN CONJUNCTION WITH THE IT MANAGER, THE DIGITAL LEARNING COORDINATOR IS ALSO RESPONSIBLE FOR:

- Overseeing the deployment and implementation of the 1:1 technology program in grades 1-12 and shared classroom devices in the Early Learning Center;
- Establishing and reviewing existing systems and policies to improve operations and build coherence across the sections of the school;
- Ensuring that resources for supporting the effective use of technology for learning are appropriate, sufficient and scalable to meet future demand;
- Assisting the Director with the management of the capital and operations budget for technology.

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### QUALIFICATIONS & EXPERIENCE

- An advanced degree in educational technology (preferred) and a demonstrated commitment to continued professional learning;
- Certifications and/or a track record of digital storytelling as it pertains to school environments;
- Relevant leadership experience (team leader, coordinator, head of department, etc);
- Additional certifications related to instructional coaching and/or adult learning; appropriate skills in teaching students as well as teachers and other adults;
- Knowledge of the IB curriculum, curriculum development, progressive pedagogies and assessment;
- 3 or more years of successful technology integration experience in an international school setting;
- Technical knowledge of the broad range of technologies used in educational environments, as well as personal data collection implications such as the ones described by the [EU General Data Protection & Regulations](#).

### SKILLS & ATTRIBUTES

- Strong digital design skills
- Experience with computer science would be an asset
- Excellent interpersonal skills with the ability and desire to work collaboratively, lead and problem-solve with the different stakeholders;
- Patience and tolerance to deal with a diverse range of backgrounds;
- Ability to connect and relate warmly to children and adults;
- Highly organized and able to manage one's time effectively and proactively;
- Excellent listening, observational, verbal and written communication skills in English;
- Open-mindedness and the willingness to consider alternative perspectives;
- A commitment to professional growth;
- A proactive approach and ability to take initiative when needed;
- Positivity, enthusiasm, and flexibility.

### THE DIGITAL LEARNING AND MEDIA COORDINATOR WILL ALSO BE EXPECTED TO:

- Work with the Digital Learning team to research and promote the integration of innovative educational technologies, such as AR/VR, robotics, machine learning, etc.
- Demonstrate and foster professional knowledge, skills, and dispositions in content, pedagogical and technological areas as well as adult learning and leadership;
- Draw on an existing professional learning network that leverages personal and social media connections to enhance professional knowledge;
- Subscribe to and read educational technology publications;
- Be professionally active at regional or other educational technology conferences.

Visit our website to learn more about: [Careers at AISB](#) | [Our School](#) | [Our Learning Beliefs & Practices](#)

Please feel welcome to contact our HR Manager, [Roxana Lungu](#), for further queries.

