JOB DESCRIPTION

TITLE: K-12 Learning Technologies Integrator Intern

REPORTS TO: Director of Learning Technologies

Roles and Responsibilities

The K-12 Learning Technologies Integrator Intern (LTII) plays a key role in the successful integration of digital literacy skills and learning technologies across the K-12 curriculum. As an innovative user of Learning Technologies, the LTII will seek to inspire users of all levels and abilities to adopt best practices for the use of technology to enrich teaching and promote inquiry-based learning.

The LTII will strive to broaden attitudes within the school toward the development of ICT as a catalyst and a bridge to connect the BHA community. This integration will allow learning technologies to expand, broaden and enhance the learning environment within a global context.

Main duties
1. The post holder role incorporates the following areas

Teaching and Instruction
- Work to integrate the IT scope and sequence throughout the written curriculum in conjunction with curricular leaders and faculty.
- Strive to embed learning technology skills and experiences authentically into all areas of the taught curriculum through collaborative planning and teaching with all teaching faculty.

Professional Development
- Be an early adopter of learning technologies and developments in the field, seeking to develop these into sustainable curriculum offerings;
- Assist with facilitating a professional learning community (PLC) through the sharing of best practices, both internal and external, to help faculty understand the paradigm shift of current learning;
- Identify and provide differentiated professional development opportunities to help build faculty understanding of learning technology attitudes and skills;
- Create and author material for a wider audience while promoting the culture of learning at BHA;

● Work within a team to stay ahead of current global trends in education.

Staff Development

● Continue the commitment to Professional Learning Communities (PLC) and an effective meeting culture. Support, as appropriate, the development of collaborative environments.
● Through a mixture of formal professional development and co-teaching support the professional development of teachers to infuse technology into the classroom with relevant ICT expertise

Communication and Collaboration

● Develop a best practice approach to teaching and learning by working in partnership with subject specialists and advocates in all school sections, teacher librarians, IT department and Communications department.
● Develop an awareness of digital skills and attitudes to the broader BHA community.
● Share and celebrate the successes and growth of digital learning at BHA to the BHA regional and international communities.

Leadership

● Support and mentor classroom teachers to help them promote the ethical use of technology, and develop authentic projects that actively work towards developing digital citizenship among faculty and students.
● Engage in innovation, research and exploration to develop, define, plan and share vision and framework for digital learning and communicate this effectively.
● Build confidence and independence with teachers through the partnership cycle: full collaboration, partial collaboration, mentoring and coaching.

Administrative Support

● Work in partnership with the IT Department to ensure support and focus on best practice approach to teaching and learning. This includes:
　　　　* the facilitation of necessary systems work
　　　　* advice on supportable frameworks for systems
　　　　* advice on support requirements
　　　　* advice on training requirements
　　　　* the specification of technology needs
● Assist the ordering process by reviewing technology requests, making recommendations, and providing information about the suitability of these requests and anticipated support, including budget control as necessary.

2. To work within and actively support the equality and diversity policies of Branksome Hall Asia.

3. To notify a more senior member of staff of any errors or concerns at the earliest opportunity.

4. To participate in the annual Performance Development Review process.

5. To support communications systems and practices to promote good relations with staff, parents, and students.

6. To work within a framework of effective governance, ensuring compliance with relevant regulations, health and safety procedures, and legislation/policies and procedures.

7. To comply with safe systems of work in operation within your work area.

8. To report work-related concerns to your manager or other responsible member of staff as soon as these are identified.

9. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the Branksome Hall Asia.