JOB DESCRIPTION

Position Title	Digital Learning Coordinator, Secondary School	Reference: Dec2024DL
Function/Department	Teaching and Learning	Location: Woodleigh Campus
Reports to	Director of Teaching and Learning with functional report to Divisional Principals	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The key objective of the Digital Learning Lead is to drive the integration of technology into the curriculum, enhancing student learning through the strategic use of digital tools, including AI and adaptive learning technologies. The role involves collaborating with teachers to design innovative learning experiences, providing professional learning, and ensuring that technology is used effectively, ethically, and inclusively to support academic goals and foster digital literacy across the school.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhered 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, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Digital Learning Strategy and Development

- Collaborate with Teaching and Learning to design and implement the school's digital learning strategy, integrating emerging technologies like AI and adaptive learning tools to personalize and enhance student experiences.
- Contribute to processes for evaluating the digital learning programs' impact on student learning and use feedback and performance data for continuous improvement.
- With support from the Teaching and Learning department, act as the primary liaison for Cognita, to ensure alignment with Cognita's Digital Learning team and policies.
- Lead the integration of digital tools and technology across subjects and grade levels to enhance student learning experiences.
- Evaluate and recommend new technologies, platforms, and resources to improve teaching and learning practices.
- Ensure consistent application of school technology policies and practices, offering input during regular reviews to align with school goals and needs.

Teacher Support and Professional Learning

- Provide training and ongoing support to teachers in the effective use of digital tools, learning management systems (LMS), and other educational technologies.
- Design and deliver professional learning on digital pedagogy, digital citizenship, technology integration, and the responsible use of AI and other technologies, focusing on ethical implications, data privacy, and effective classroom

implementation.
- Foster a culture of continuous learning, encouraging teachers to experiment with and adopt new digital learning
- Collaborate with the Primary Years Digital Learning Lead to ensure alignment of digital learning practices and vertical articulation of the student learning progression.
- Ensure that staff have access to a consistent and effective online learning experience, whether in person or remotely.

Curriculum Integration

- Collaborate with Curriculum Coordinators and teachers to integrate digital tools and resources across subjects and grade levels, focusing on enhancing learning across all curricular offerings (IB, AP, BTEC, PCS and Stamford courses).
- Collaborate with the Innovation Centre Manager to integrate technology tools and resources from the Innovation Centre into the curriculum, aiming to boost student engagement and learning outcomes.

Monitoring and Evaluation

- Contribute to processes that collect and analyze data on digital learning outcomes to assess the effectiveness of technology integration in supporting student achievement.
- Regularly review the school's digital learning initiatives based on feedback from students, teachers, and parents.
- Monitor emerging trends in digital education and evaluate their relevance to the school's goals.

Student Digital Literacy

- Promote digital literacy and citizenship among students by developing resources and delivering learning on responsible internet use, digital safety, and ethical online behavior.
- Support the development and ongoing review of K-12 digital and information literacy learning progressions.
- Provide guidance to students on using digital tools for research, collaboration, and creative projects.

Collaboration with Leadership and Stakeholders

- Work with school leadership to create policies and guidelines related to technology use, digital equity, and data privacy.
- Act as a liaison between the technology department, IT staff, teachers, and other stakeholders to ensure smooth coordination and communication regarding digital initiatives.
- Represent the school in external meetings, networks, and conferences related to digital learning.

Innovation and Change Management

- Lead initiatives that introduce innovative digital teaching practices and encourage a culture of innovation among staff.
- Manage change processes related to the introduction of new technology tools and ensure teachers are supported throughout the transition.
- Advocate for the use of digital tools that personalize learning and empower students to take control of their own learning.

Digital Equity and Accessibility

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● Advocate for digital equity, ensuring all students have equal access to technology and internet resources.

Position Requirements

● Minimum of 3 years classroom teaching experience with a relevant teaching qualification.
● Proven experience designing and implementing digital learning strategies for secondary school grade levels.
● Familiarity with IB, AP, and standards-based international curricula.
● Proficiency in digital tools, learning management systems (e.g., Google Classroom, Managebac, Powerschool), and educational technologies.
● Skilled in using Apple products (1:1 iPads for KG2 - Grade 5, 1:1 MacBook Air for Grades 6-12).
● Expertise in AI and adaptive learning technologies in education, including AI-based educational tools.
● Strong understanding of data privacy, digital security, and ethical technology use in education.
● Knowledge of information literacy, research methods, and digital citizenship.
● Ability to collaborate with Curriculum Coordinators and faculty to integrate technology into the curriculum.
● Strong collaborative skills, working with leadership, teachers, IT staff, and the Innovation Centre Manager.
● Expertise in designing and delivering professional learning focused on digital pedagogy, technology integration, and digital citizenship and ethical technology use.
● Track record of fostering a culture of continuous learning and encouraging innovation among educators.
● Skills and competencies in coaching for individual and team growth.
● Strong understanding of educational technology trends and effective evaluation and implementation strategies.
● Ability to effectively manage priorities, multitask, and meet deadlines in a dynamic and evolving environment.
● Excellent interpersonal and communication skills for fostering relationships and advocating for digital tools.
● Demonstrates Stamford Values: Integrity, Courage, Ingenuity, and Compassion.

Qualifications

● Bachelor's degree in education, technology, or related field
● Relevant Teaching Certification
● Google Educator Certification (Level 1 and 2 preferred)
● Common Sense Educator Certification (preferred)

Contacts

● Other Stamford teaching and Non-Teaching Staff
● Students, Staff, Parents and Vendors
● PTA

Working Conditions

● School Environment
● Working hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings
● School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

Terms of Employment

● Medical Benefits: Medical insurance provided where applicable
● Sick Leave/Hosp: 14 days sick leave and 60 days hospitalization leave including sick leave
● Probation Period: 3 months from date of commencement
● Referee request: Required
● Background Check: Required

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Stamford American International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, Stamford's parent organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

Please note that only shortlisted candidates will be notified.