

TECHNOLOGY COACH

Position Description

THE KING DAVID SCHOOL



GENERAL

The technology coach is responsible for training staff, students and parents in all the relevant IT systems. The role supports staff in the effective integration of technology across all facets of teaching and learning and business systems. The role also supports students and parents in the effective use of the IT systems for learning, communication and information.

Experience in an educational context is preferred, though not essential. The successful applicant will have a can-do attitude and be an exceptional communicator with high-level interpersonal skills and a genuine love for working with and helping people.

The successful candidate will be a natural problem solver who thrives on working with people. They will be required to learn new technologies quickly and to encourage staff adoption in an empathetic and supportive way. They may come from an education, technical or training background and will have a passion for innovative technologies and their potential in teaching and learning.

This role involves some after hours and evening duties (both remotely and onsite) for events such as parent evenings and staff professional development. This is a non-teaching, professional ICT role that offers flexible working hours in order to meet the needs of staff and students.

ACCOUNTABILITY

The position will be accountable and directly responsible to the Director of Digital Engagement and is a member of the ICT Department.

DUTIES AND RESPONSIBILITIES

- Support the implementation of myKDS (Schoolbox), Google Workspace for Education and other IT systems
- Develop and promote the documentation, training materials, manuals and "how-to" guides to support the use of KDS IT Systems for Staff, Students and Parents. Produce myKDS Spotlight articles for the Daily Notices to keep the community informed.
- Run the induction of new teaching staff in relation to the school's use of technology ensuring that they are able to make full use of the tools available
- Collaborate with teaching staff to help design learning and assessment activities within myKDS that incorporate educational design principles
- Staff ICT professional development (one-on-one, staff meetings, LA meetings, PD sessions)
- Facilitate information sessions for school families to introduce them to the IT systems and enables them to fully utilise the features, functionality and information available to them
- In conjunction with the teaching staff, assist students in their use of the KDS IT Systems, onboarding, using digital calendars and other training as required
- Manage and provide timely responses to support/training requests
- Other duties as required

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REQUIREMENTS

This role will require:

- A 'can do' attitude and be a 'hands-on' proactive team player.
- Ability to perform all tasks with attention to detail.
- Ability to prioritise work schedules by being self-directed and motivated.
- Aptitude to learn new software packages, applications and services.
- Exemplary interpersonal skills.
- Excellent written and verbal communication skills in English.
- Highly developed customer service mentality.
- Proficient in the use of Google Apps, Microsoft Office365, and other educational cloud-based applications and services.
- Teaching or training experience

KEY PERFORMANCE INDICATORS

KPI 1	Embedded use of myKDS throughout the school
KPI 2	Improved ICT usage of staff through their curriculum
KPI 3	Improved parent myKDS capabilities

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