

“Each mind has its own method”

JOB DESCRIPTION

JOB TITLE:	Teacher and Coordinator of ICT
RESPONSIBLE TO:	Head of School and Section Principals
JOB PURPOSE:	To teach and oversee the school's ICT curriculum, manage the school's computer network and to provide technical support to ICT users throughout the school.

Main duties and responsibilities

1. To teach ICT in the secondary school
2. To oversee the schools ICT curriculum and use of digital tools and technology
3. To maintain, upgrade and support all IT systems, including email systems, internet access, the server, PCs, notebooks, operating systems and software applications.
4. To maintain our Google platform and administration of such.
5. To administer our use of Managebac for student use and assessment and reporting procedures.
6. To update IT policies and systems to support the implementation of strategies set by school leadership.
7. To assist in the purchasing of efficient and cost effective technological equipment and software.
8. To collaborate with teachers in composing effective technology content-based lessons and support the teachers as they implement the lessons in their classrooms.
9. To participate in ongoing professional development related to job responsibilities and maintain expertise in the field.