



UNIS HANOI - POSITION DESCRIPTION

Position: Technology & Innovation Coach
Division: Middle/High School
Reports to: Secondary School Principal

At UNIS Hanoi we value cultivating *personal and academic excellence* through:

- Our approaches to teaching and learning
- Concept-based, disciplinary and transdisciplinary teaching
- Ensuring success for all learners by removing barriers
- Using varied assessment strategies to allow students to showcase their strengths and progress
- Developing strong connections and relationships between students, colleagues and parents

DUTIES AND RESPONSIBILITIES

Leadership

- Work with school leadership to help the school realise a coherent vision of technology
- Participate on leadership teams (Technology Leadership Team, EY-12 Tech Coach's Team, Secondary School Curriculum Leader Team, and Grade Level Leaders as required)
- Collaborate with Technology Leadership Team to develop and implement school's technology strategy, vision, frameworks and policies
- Help educate and inspire teachers and leadership with regards to technology integration
- Primary responsibility for administration and support of school's Learning Management System
- Collaborate with Technology Leadership Team in the development, implementation and teaching of the school's Digital Citizenship curriculum
- Collaborate with Technology Leadership Team to connect with the community to promote and model effective use of technology through a combination of parent workshops, hackathons, Edtech meetups and annual local, national and regional conferences

Teaching, Assisting, and Coaching

- Coach and mentor faculty in
 - Innovative pedagogies that make purposeful use of technology
 - Designing opportunities for meaningful technology integration and innovation through a co-planning and co-teaching model
 - Leveraging technology to support the development of flexible methods to assess student learning
 - Actively using technology such as Artificial Intelligence in their classroom teaching in ways that support rather than subvert learning
- Experience in supporting teachers leverage technology tools to implement the Multi-Tiered Systems of Support (MTSS) framework, with a special emphasis on Tier 1 instruction and Universal Design for Learning (UDL)
- Understand and implement up-to-date educational technology standards (i.e. ISTE)
- Providing support and internal professional development to individual teachers and teams who are interested in advancing their technology skills and technology integration practices
- Model the skills and attitudes of a self-directed, lifelong learner through the effective use of technology, social media and professional learning networks
- Facilitates the collection, analysis, and use of classroom and school-based data to identify opportunities to improve curriculum, instruction and assessment
- Support a Homebase of students, building relationships

Staff Professional Development

- Collaborate with the Technology Support Office, Division Principals and student support teams to identify, organise and evaluate professional development that will support teacher onboarding, instructional practices and improve student learning

Managing Resources and Learning Environment

- Collaborate with the Director of Technology and Division Principals, as and when required, during the budgeting process
- Collaborate with the Technology Leadership Team to implement and support the school's 'Innovation process' in evaluating new information and communication technologies, hardware or software, and changes to implemented technologies at schools.

POSITION REQUIREMENTS:

- Bachelor's degree or above in a closely related field
- A Bachelor's degree in education and/or a teaching license
- Google Workspace certification preferred
- Extensive knowledge of Learning Management Systems, preferably Moodle
- Experience managing and implementing online learning environments
- Extensive teaching and technology integration experience
- Experience in curriculum development
- Proven track record of technology innovation
- The ability to work as part of a team
- Strong communication and interpersonal skills
- Excellent organisational and time management skills

OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND SOCIAL JUSTICE

Diversity, Equity, Inclusion and Justice (DEIJ) work at UNIS Hanoi is ongoing. Everyday, we are building a stronger school community through efforts to become a more diverse, equitable and inclusive school for all members of our school community. We believe that our students reach personal and academic excellence when they are part of a supportive community that values and champions diversity, equity and inclusion and advocates for social justice. This commitment is anchored by having a faculty and staff who reflect the diversity of our world. As such, we encourage applications from all educators with the relevant qualifications and experience, including those who identify as BIPOC (Black, Indigenous, and people of color), educators with (dis)abilities, LGBTQ+ educators and others of diverse backgrounds, to apply to join our UNIS Hanoi community.

We anticipate conducting interviews the week of November 3rd with candidates who are selected.