DWIGHT SCHOOL HANOI

1872 + 2024 150+ years DWIGHT SCHOOLS

Job Title: Educational Technology Coordinator

Reports to: TBD: *As this is a new position for the org chart, the final reporting line will be determined based on the final hire*

Job Overview

The Educational Technology Coordinator leads the instructional vision, pedagogical integration, and effective classroom use of educational technology and AI across Dwight School Hanoi.

This role is grounded in teaching and learning and focuses on how technology is used, not on infrastructure or system ownership. The Educational Technology Coordinator partners closely with teachers to enhance learning design, assessment, differentiation, and student agency through thoughtful and ethical technology use.

The role works in close collaboration with:

- the LMS and SIS administrator, who serves as the corresponding system administrator (s) and owner of academic systems of record (e.g., Toddle, Veracross, MOET), and
- the IT Department, who oversees infrastructure, cybersecurity, device management, and technical compliance.

Key Responsibilities

Instructional Technology Vision & Classroom Practice

- Lead the school's instructional technology vision, ensuring technology use enhances learning rather than drives it.
- Partner with teachers to integrate digital tools into inquiry, assessment, differentiation, and feedback.
- Support thoughtful decision-making about when technology adds value and when it does not.
- Model effective instructional technology practices through coaching, co-planning, and demonstration lessons as appropriate.
- Ensure technology-enhanced learning aligns with IB philosophy, safeguarding expectations, and student well-being.

Professional Learning & Faculty Support

- Design and deliver professional learning related to instructional technology,

blended learning, digital assessment, and feedback.
- Provide responsive, classroom-embedded coaching and support for teachers with varying levels of confidence and experience.
- Develop practical guidance, exemplars, and shared resources to support consistent best practice across the school.
- Foster a culture of experimentation, reflection, and shared learning around instructional technology.

Artificial Intelligence in Teaching & Learning

- Support teachers in understanding and using AI tools responsibly and ethically.
- Help develop shared expectations around:
    - AI use for planning, feedback, and differentiation
    - Student use of AI as a learning support rather than a shortcut
    - Academic integrity and skill development
- Stay informed about emerging AI tools and translate developments into practical, classroom-ready guidance aligned with school values and data privacy expectations.

Instructional Use of Learning Systems

- Lead the instructional use of key learning platforms, including:
    - Toddle (curriculum, assessment, reporting workflows)
    - Veracross (grading and academic workflows)
    - Google Workspace (teaching and learning use)
- Collaborate with the SIS and LMS System Administrator (s) to ensure instructional workflows align with system structures, reporting requirements, and academic cycles.
- Contribute to the design and refinement of templates, workflows, and processes from an instructional perspective.
- Support consistency of use across divisions through guidance, training, and documentation.
- Use data and teacher feedback to review effectiveness and adoption, proposing instructional improvements as needed.

Educational Apps, AI Tools & Student-Facing Platforms

- Own the instructional selection and use of educational apps, digital platforms, and AI tools.
- Evaluate tools for pedagogical value and classroom impact.
- Collaborate with the Technology Manager to ensure tools meet data privacy, security, and compliance standards.
- Ensure student-facing tools support accessibility, balance, and responsible use.

Onboarding & Ongoing Support (Instructional Lens)

- Lead onboarding of new faculty from an instructional technology and pedagogy perspective.

- Support teachers in understanding how learning systems and tools support curriculum, assessment, and communication.
- Partner with Technology and Registrar teams to ensure smooth transitions without duplicating technical ownership.

Collaboration & Partnership

- Work closely with:
    - Technology Manager (infrastructure, devices, cybersecurity, compliance)
    - Registrar (academic systems of record, reporting, MOET/DOET compliance)
    - Instructional Leadership Team, QUEST, Library, and Data & Analytics
- Identify friction points in instructional workflows and propose improvements that enhance usability and efficiency.
- Contribute an instructional technology perspective to curriculum, assessment, and learning design conversations.

Digital Citizenship & Responsible Use

- Support the integration of digital citizenship, balance, and ethical technology use into the curriculum.
- Promote student well-being and responsible engagement with digital tools.
- Ensure instructional technology practices align with safeguarding, data protection, and acceptable use policies.

Requirements and Qualifications

Required

- At least two years of equivalent experience
- Qualified teacher with K–12 classroom teaching experience.
- Demonstrated experience integrating instructional technology into teaching and learning.
- Experience administering or managing learning platforms (LMS, SIS, Google Workspace or equivalent).
- Strong understanding of pedagogy, assessment, and student learning.
- Clear communication skills and a collaborative, service-oriented approach.

Preferred

- Experience in an IB school (PYP, MYP, and/or DP).
- Experience facilitating professional learning.
- Experience supporting the use of AI tools in education.
- Familiarity with Toddle, Veracross, Google Workspace, and Apple devices.

About Dwight School Hanoi

Dwight School Hanoi is the newest addition to the global network of Dwight Schools located in New York, London, Seoul, Dubai, Shanghai, and Dwight Global Online

School. The School is a premium K-12 private school located at The Manor Central Park in Hanoi and has been open to students since August 2024. More information about the Dwight Schools and Dwight School Hanoi can be found at www.dwighthanoi.org

Commitment to Child Safety at Dwight School Hanoi

At Dwight School Hanoi, the safety and well-being of our students are paramount. All employees are expected to fully embrace and adhere to our Child Protection and Safeguarding Policy, ensuring a secure and supportive environment for every student.

Belonging at Dwight School Hanoi

At Dwight School Hanoi, our focus on belonging is an intrinsic aspect of our identity. Anchored in Hanoi, we admire and honor Vietnamese values. We are conscious about embedding Vietnamese culture, history, and language in the school and fostering close working relationships among all at Dwight School Hanoi.

The vibrancy of our school community is a reflection of the diverse backgrounds and experiences of our members. We endeavor not only to recognize but to celebrate these unique attributes. Equipped with insights and best practices from our global network, we aim to challenge and diminish any barriers to inclusion within our community. We champion a foundational principle: to create a safe and welcoming environment where every individual feels valued and can confidently express their authentic self each day.