



Job Description

Director of IT Integration

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services as required to ensure the success of our school.

Leadership Structure

Reports to: Head of School

Member of: Leadership+ Team
Crisis Management Team
Board of Directors Technology Subcommittee
GDPR Team

Leads: IT Support Team
Data Systems Manager

This role is a non-teaching role, although when required some teaching may be necessary.

Purpose of Role

The Director of IT Integration (IT Director) is a school-wide administrative leadership position responsible for ensuring that the IT services available support the school's IT vision and facilitate seamless integration of technology into teaching, learning, and all peripheral aspects of school life. The IT Director recognises the inescapably central role that technology plays in the world and ensures that the implications of this are considered and included in all aspects of the school, and particularly in the experiences and learning of our students, as well as in any crisis situations.

The IT Director is future-focused, understanding that the ever-changing and pervasive nature of technology requires a school-wide commitment to tackling a range of difficult questions (ethics, security, pedagogy & human development, finances, environmental, etc) around technology and the role it plays in our lives.

The IT Director oversees the management and leadership of the instructional, administrative, communication, and information technology systems within the school. Working collaboratively with all members of the school community, the IT Director will contribute to and implement a vision and mission for how technology and media can be utilised to enhance, improve, and support communication, curriculum, and learning, as well as the operational efficiency of the school. The IT Director is also responsible for ensuring that all technological systems and their implementation are aligned with the school's mission, vision, and strategic plans.

General Responsibilities

- Lead the implementation of the school's IT Vision and Mission and ensure their continuing alignment with the larger school-wide Vision, Mission, Values, and other Guiding Statements;
- Monitor and help implement school wide organisational structures;
- Enable all stakeholders to actively participate in the shaping of a positive learning environment;
- Plan for change and/or challenge conventional wisdom when appropriate;
- Share and communicate good classroom practice;
- Support a visible learning process;



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- Ensure that technology systems support the the unique characteristics of each programme, as well as those of VIS;
- Implement school wide policies, rules and regulations, suggesting modifications when necessary;
- Promote intercultural and international awareness and mindfulness;
- Encourage a positive community ethos and a sense of belonging;
- Act in a manner that is exemplary for all others with respect to the Professional Code of Conduct for all staff members at VIS;

Specific Duties and Responsibilities

- Provide overall leadership, management, and direction of all information technology (IT) services within the context of the school's educational vision and mission;
- Provide strategic leadership and guidance to the IT Support team and the Data Systems Manager;
- Facilitate and inspire ambitious educational change and the development of a school that meets the needs of 21st century learners;
- Ensure an appropriate focus on security within networking systems, teaching and learning, and general operations, in accordance with the EU GDPR and appropriate technology-related professional standards;
- Ensure a "single source of truth" approach to data management and ensure systems are in place to facilitate and maintain this approach;
- Communicate technology-related activities in a timely manner to all stakeholders;
- Prepare reports where necessary or required to inform stakeholders regarding technology-related activities;
- Ensure that all systems used with and by students are appropriately configured and managed.
- Be an active participant on relevant leadership committees to implement strategic initiatives in conjunction with the Leadership Team;
- In conjunction with Programme Coordinators and other curriculum leaders; coordinate the design, implementation and integration of instructional technology within the PreK-12 curriculum;
- Lead the implementation of the teaching of digital literacy skills throughout the curriculum;
- Supervise and direct the development of school-wide user protocols;
- In alignment with the schools guiding statements and strategic planning; create, lead and fully facilitate a short, medium, and long-term educational and financial plan for the meaningful integration of technology into teaching and learning, thus allowing proper response time for funding needs;
- Monitor technology budgets and expenditure for the purpose of ensuring that effective use is made of funds and to justify requests for increases in funding where necessary;
- Develop and maintain replacement and maintenance cycles for IT infrastructure to ensure this remains fit for purpose and evolves over time.
- Support Crisis Management requirements
- Ensure Distance Learning options are available and promoted as and where appropriate
- Manage Board election/AGM online requirements

Desirable Skills and Experience

- Familiarity with G-Workspace tools, including advanced spreadsheet skills, and ideally, experience as a Google Administrator;
- Coding experience, ideally Google Apps Manager/Javascript/Python;
- Google Apps Manager;



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- Database administration experience;
- Experience managing ManageBac/OpenApply/SchoolsBuddy;
- Google Certification;
- Highly organised with strong project management skills, and drive to meet organisational and departmental objectives; ability to manage projects on interrelated time lines;
- Basic understanding of HTML and website development and maintenance required within a Google for Education Domain;
- Proven ability to negotiate and work with vendors and consultants;
- Proven ability to work effectively with parent, community and staff on various organisation-wide, and Technology Advisory Committees;
- Experience supervising staff.

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