

# **The European School is pleased to announce the opening for a Director's Adviser of School Digital Transformation**

## **About European School**

European School is an international CIS accredited school located in Tbilisi Georgia, offering to its students various educational programs – Georgian Program, IB (PYP/MYP/DP), American High School and Kindergarten.

**The Purpose of the Position:** Facilitate technology use at school through a variety of interactive methods.

**Job summary:** Provide leadership in developing, achieving, and maintaining high quality technology integration into teaching and learning throughout all educational settings to support teachers in enhancing education, improve student performance, and assist students in becoming technologically savvy.

## **Duties and Responsibilities:**

### **Planning and Facilitating Teaching and Learning**

- Collaborates with educational staff and teachers to develop curriculum materials and specific lesson plans that integrate technology;
- Participates in the modeling of the integration of technology in all curriculum areas;
- Facilitates school participation in technology programs and activities;
- Participates in the process of organizing tech - event (Hackathons, Makeathons, etc.);
- Supports the process from the school side to the professional development in areas of technology integration, according to ISTE standards for Educator;
- Monitors a plan for professional development.

### **Planning and Facilitating Information Access and Delivery**

- Works with the Digital transformation management company, principal and school leadership team to provide access to technology resources and services of the technology facilitator at point of need;
- Assists with planning the design of the technology infrastructure so that information resources are continually available to the school community;
- Promotes family, business, and community partnerships that support the academic success, career readiness, and general well-being of all children;
- Observes to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources;

### **Planning and Facilitating Program Administration**

- Provides leadership and collaborates with Digital Transformation Management Company and departments to develop, implement, and update a school educational technology plan;
- Collaborates with the Digital Transformation Management Company, school leaders, teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals;
- Plays a leading role in the school budgetary process to ensure funding for the Technology Infrastructure;
- Leads in the ongoing evaluation of the effectiveness of the educational technology program;
- Prepares and submits accurate reports, measurement & evaluation for schools technology development.

**Qualification:***Education*

- Bachelor's degree in Information and Communication Technologies;
- Master's degree in Information and Communication Technologies is preferable;
- Significant knowledge of the current literature, trends and developments in the field of educational technology.
- Demonstrate Educational technology integration in classroom setting.

*Experience*

- Minimum of two years of classroom teaching experience;
- Exceptional project management and execution skills;
- Leadership experience.

*Knowledge, skills, and abilities*

- Convention on the Rights of the Child
- Excellent command of English Language (at least B2 level)
- Knowledge of the Interactive Teaching Methodologies.

**Personal Skills**

- Communicative
- Organized
- Punctual
- Detail-oriented
- Creative
- Readiness for professional development
- Stress management
- Time management
- Team skills

If you are interested in this position, please send your resume (CV) at: [vacancy@europeanschool.ge](mailto:vacancy@europeanschool.ge) till June 20, 2020. Please, indicate in the subject line the position you are applying for, otherwise your resume will not be considered.

*By sending your data, you understand and accept that the organization might collect, process and store submitted information (your CV) for the purpose of your employment within the scope of Law of Georgia on Personal Data Protection. Personal data will be solely used for the purpose stated above and it will not be transferred to the third party without your consent.*