



General Information

STEM & Digital Literacy Specialist	Job Title in English	أخصائي ستيم والمعرفة الرقمية	Job Title in Arabic
Quality and Development Director	Direct Manager	Quality and Development Department	Department
/ /	Date received		
Quality and Development Director, Head of Technical Support, Schools' Principals, Teachers, Subject Team Leaders, Quality and Development team			Relations with

Job Description Summary

Digital Literacy Specialist is responsible for building teachers' capacity by integrating the latest instructional digital technology tools (i.e. hardware and software) in teaching and learning. The Specialist is responsible for integrating technology in the classrooms through coaching, supporting and training teachers in educational technology use, to enhance student learning

Responsibilities

Development of digital literacy at TIS

1. Assist Quality & Development Director with setting digital literacy targets and KPIs
2. Identify, in collaboration with Quality & Development Director areas of the curriculum best served by technology use, and collaboratively identify appropriate software and programs to support curriculum
3. Conduct classroom observations to understand, review and better how teachers use technology in classroom.
4. Use observations, research and data to identify and implement variety of educational technologies and digital resources to help personalize students' learning and increase instruction effectiveness
5. Guide and assist teachers on how to create digital lessons, resources, and/or alternate ways to integrate technology in the teaching & learning process
6. Evaluate new software and hardware to support teaching and learning. Propose solutions for improvement to Quality & Development Director
7. Create/review, implement and monitor schools' instructional technology policies and procedures (e.g. digital resources/tools' content, relevance, effectiveness)

Train and support academic staff to use technology in classrooms

8. Train academic staff, in cooperation with Training & PD Specialist, on the use of new technologies, and develop related instructional materials to assist them integrate digital learning technologies in their lessons and classroom
9. Assist in the adoption of digital educational technologies at TIS by providing the required tools to academic staff (i.e. appropriate technologies, software)
10. Assist and support Training & PD Specialist and Quality & Development Director in the development of professional learning communities at TIS. Ensure that academic staff effectively apply digital tools for curriculum, instruction and assessment, and have it reflected in their professional development plans
11. Assist schools' Principals, Subject Team Leaders, Training & PD Specialist, Quality & Development Director to develop professional development materials and programs specifically relating to IT use in teaching; align it to set digital literacy targets, KPIs and professional development goals

Training and supporting end users to use LMS

12. Serve as a primary contact for all LMS related issues, and provide technical support and advice to end users (e.g. teachers, parents, staff) relating to their LMS queries, needs and access. Troubleshoot bugs and issues promptly and professionally
13. Train academic staff and students on how to use LMS, and inform them on any relevant LMS updates.
14. Create suitable instructional support materials for academic staff, students and parents to help them better use LMS

Managing, maintaining and monitoring LMS

15. Assist with the management and ongoing improvement of LMS



16. Oversee, test and install system updates and other software integrated within the LMS. Propose solutions to improve to Quality & Development Director
17. Prepare and maintain reports on LMS data to help Quality & Development Director to analyse and make decisions upon it. Propose solutions to improve to Quality & Development Director
Attending to other responsibilities
18. Train Math and Science staff on how to implement STEM and develop educational materials to support the implementation of the program in their classrooms
19. Participate and attend relevant educational technology events, seminars and conferences. Establish and maintain effective working relationships with relevant IT industry professionals and companies
20. Review and update policies and procedures relating to LMS use in and outside of the school
21. Keep up-to-date with the latest best practices, trends and developments in education technologies and digital teaching/learning tools and LMS

Skills Needed	Qualifications Needed
<ul style="list-style-type: none"> • Excellent interpersonal skills • Strong analytical and problem-solving skills • Excellent planning and organizational skills • Proficient in MS Office suite, and relevant educational technology software and hardware • Able to effectively coach, mentor and motivate individual and group of teachers • Able to work independently and within a team too 	<ul style="list-style-type: none"> • Bachelors in Education and/or in any relevant field (required) • Minimum of 3 years' experience in teaching with digital technologies • Bilingual in Arabic and English

Date	Signature	Job Title	Name	Process
/ /		Consultant at Emkan Education	Nidha Musliyar	Developed by
/ /		Manager of Development Programs	Asma Alkadi	Reviewed by
/ /		Managing Director	Mr Rasheed Alrasheed	Approved by

Revised by Quality & Development Director on Aug 25 2019