

Role Profile- TKS Ed Tech Specialist for systems

The K-12 Education Technology Systems Specialist role oversees the integration of critical educational technology systems, striving to optimize the user experience for all users by:

System Integration and Optimization

The K-12 Education Technology Systems Specialist oversees the integration of critical educational technology systems, striving to optimize the user experience for all users by:

- Ensuring consistency within divisional needs, in how the systems are used from K-12.
- Conducting regular system audits.
- Identifying overlaps and redundancies.
- Remaining current about the developments within the TKS educational technology systems to make recommendations for improvement.
- Being actively involved in school decision-making, improvement, and accreditation activities.

Training and Development

The K-12 Education Technology Systems Specialist provides training and professional development for the TKS School Community based on the needs of stakeholder groups, including:

- Developing and delivering training programs.
- Collaborating with divisional leadership to address specific training requirements.
- Engaging parents through workshops and sessions.
- Providing situational leadership through personalized support and coaching.
- Providing ongoing systems support for support staff where relevant.

Collaboration and Communication

The K-12 Educational Technology Systems Specialist ensures proactive and ongoing collaboration around the educational technology systems K-12 to promote continuous development by:

- Serving as the primary point of contact between vendors and key TKS groups (TKS IT & EdTech, and divisional leadership)
- Liaising with the vendors to identify and fix problems and to continuously review and improve the user experience.
- Participating in the systems development and review process.
- Identifying and sharing best practices with systems.
- Collaborating and coordinating with other educational leaders to monitor and support consistent and effective use of the relevant systems.
- Co-developing (with divisional leadership) the essential agreements that ensure consistent and effective use of educational technology systems.
- Effectively liaise with the relevant staff within and beyond the IT team who are involved in operating the systems in the school.

User Engagement

The K-12 Educational Technology Systems Specialist is the champion for educational technology systems in the school, advocating for the advantages of the systems and identifying ways in which the systems can be used for the benefit of teachers, students, and parents by:

- Working with educators to build and strengthen the effectiveness of systems to support teaching and learning.
- Understanding the experience of all stakeholders to support improvement
- Analyzing platform data to generate insightful reports for informed decision-making
- Contributing to continuously enhancing the institution's technological infrastructure

Additional Responsibilities

As a key member of the Educational Technology team, there may be additional responsibilities as directed by the Director of Educational Technology.