AMERICAN COMMUNITY SCHOOL
OF ABU DHABI *SINCE 1972*

**JOB DESCRIPTION**

**TITLE**: **K–12 Learning Technology & AI Specialist**
**REPORTS TO**: Director of Learning Innovation and Technology
**CONTRACT DAYS**: 190 Days
**SALARY**: Faculty Salary Scale

**WORKING HOURS:** 7:45 a.m.–4:30 p.m. Monday–Thursday, with scheduled Wednesday staff meetings until 5:00 p.m., and 7:45 a.m.–12:00 p.m. Friday. Hours may be adjusted to meet school needs, including extended hours during key periods and an early return for new staff onboarding.

**Position purpose**

The K–12 Learning Technology & AI Specialist helps faculty and students use technology and artificial intelligence purposefully, effectively, and responsibly to improve learning. Working across divisions, the specialist identifies needs, recommends practical solutions, and helps move ideas from exploration to successful implementation. The role combines consultation, classroom partnership, professional learning, project leadership, and hands-on technology support.

The specialist works closely with teachers, school leaders, the Director of Learning, the Teaching and Learning Center, and the Library and Innovation Technology team. Strong graphic and visual design skills are essential to creating engaging learning resources, communicating complex ideas, and supporting team initiatives.

**RESPONSIBILITIES:**

**Teacher partnership and learning innovation**

- Consult with individual teachers, teams, departments, and school leaders to identify learning needs and select tools based on instructional purpose, student needs, accessibility, and evidence of impact.
- Collaboratively plan and co-teach units and learning experiences; model effective practice and support project-based, interdisciplinary, inquiry-based, and design-oriented learning.
- Provide timely individual and team assistance; help teachers develop student agency, creativity, collaboration, media literacy, digital citizenship, and design thinking.

**Artificial intelligence in teaching and learning**

- Lead practical support for AI integration, including lesson preparation, feedback, differentiation, creative work, and assessment approaches that preserve meaningful evidence of student learning.
- Support the development of teacher and student AI literacy, including critical evaluation of outputs, bias, accuracy, attribution, privacy, academic integrity, and age-appropriate use.
- Evaluate and pilot AI tools, gather evidence of impact, and help put school AI guidance into practice in collaboration with academic and technology leaders.

**Professional learning and implementation**

- Design and facilitate differentiated workshops, demonstrations, drop-in sessions, and asynchronous resources; support parent and community learning about AI, digital citizenship, and technology.
- Design polished teaching resources, presentations, infographics, tutorials, digital publications, and visual materials for professional learning and shared team projects.
- Apply typography, layout, color, imagery, visual hierarchy, and accessibility principles to communicate ideas clearly and consistently.
- Develop reusable templates and visual resources; support teachers and students in improving the design of their own digital work.

**Team Contribution**

- Participate in or lead system evaluations, pilots, and implementations, considering educational value, usability, accessibility, privacy, security, integration, sustainability, and cost.
- Gather requirements and feedback; coordinate testing, communication, documentation, training, and adoption support with school leaders, vendors, and technical colleagues.
- Support onboarding, device deployments, application launches, and beginning- and end-of-year processes; diagnose common classroom issues and coordinate appropriate technical support.
- Support or lead student clubs, events, and innovation experiences; encourage student leadership and carry out other duties assigned in support of the school's mission.

**SKILLS & QUALIFICATIONS:**

- Bachelor's degree in education, educational technology, instructional design, or a related field, and successful experience in a K–12 educational environment.
- Demonstrated experience partnering with teachers in classrooms and designing effective professional learning for adults.
- Practical expertise in educational AI, including examples of purposeful use and sound judgment about its limitations and ethical implications.
- Strong graphic and visual design skills, demonstrated through a portfolio of learning resources, presentations, digital publications, or comparable work.
- Proficiency with graphic design and content creation tools, and the ability to learn new school technologies quickly.
- Strong project management, organization, communication, and follow-through; ability to balance strategic projects and immediate user needs, with commitment to student safety, privacy, accessibility, copyright, and ethical technology use.
- Teaching certification, classroom teaching experience, or a relevant master's degree.
- Expertise, or the ability to develop it quickly, in Google Workspace for Education, Toddle, Veracross or comparable systems, educational AI tools such as MagicSchool and Brisk Teaching, Apple devices, and graphic design, multimedia, and content creation tools.

**Preferred qualifications and experience**

- Experience with schoolwide technology implementations, design thinking, making, multimedia, or interdisciplinary learning.
- Relevant educator or technology certifications and experience leading cross-functional teams, committees, or change initiatives.

**Professional attributes**

Visible, responsive, approachable, and service-oriented; curious about emerging practices and discerning about educational value. Able to build trust, influence through expertise and relationships, and move comfortably between classroom partnership, professional learning, project leadership, and practical support.