

Comparative Table of Tech Director Responsibilities from 5 Different International Schools

Responsibility	BCIS	BIFS	ISH	AISG	NIS
Leadership					
Reports to school director	☐	☐	☐	☐	☐
Manage tech support staff	☐	☐	☐	☐	☐
Collaborate with system managers/network admin	☐	☐	☐	☐	☐
Lead/work with tech coaches/ integrators	☐	☐	☐	☐	☐
Support integration	☐		☐	☐	☐
Lead and coordinate creation/review of TUP, Tech Vision and Policies	☐	☐	☐	☐	☐
Maintain budget for IT	☐	☐	☐	☐	☐
Assist with recruitment of IT support staff	☐	☐		☐	☐
Oversee acquisition of hardware and software licenses and ensure compatibility	☐		☐	☐	☐
Provide positive public info regarding school IT initiatives	☐		☐	☐	☐
Conduct evaluations with all IT faculty and staff	☐			☐	☐
Work with Admin to stay involved with school's strategic plan and board policy related to IT , goals and standards.	☐	☐	☐	☐	☐
Create positive IT culture in the school		☐	☐	☐	☐
Collaborates with marketing/webmaster to oversee website and public web-based portals		☐		☐	☐
Assists with Data interpretation (community surveys, MAPS, IB results etc.		☐		☐	☐
Training/Professional Development					
Work with other integrators and admin to coordinate IT PD	☐		☐	☐	☐
Provide leadership to support integrators with student learning	☐	☐	☐	☐	☐
Work with HR manager to coordinate IT PD for support staff.	☐	☐	☐	☐	☐
Stay up-to-date with new applications, hardware, and innovative approaches to learning	☐	☐	☐	☐	☐
Improve his/her own competency through school PD	☐		☐	☐	☐
Works with marketing or IT integrators to create and hold Parent informational meetings		☐	☐	☐	☐
Network Administration					
Work with network admin or vendors to support network maintenance	☐	☐	☐	☐	☐
BCIS = Beijing Community International School					

BIFS = Busan International Foreign School

ISH = International School of Helsinki

AISG = American International School of Guangzhou

NIS = Nanjing International School