

Associate Director for Innovation K-12

Reports to: Director of Teaching and Learning

Classification: Full-time

The K–12 Associate Director of Innovation will lead, develop, and implement strategic initiatives designed to foster a future-ready culture of innovation, entrepreneurship, and cross-disciplinary, experiential learning throughout the school. Working in partnership with the Director of Teaching & Learning, the school's innovation team, divisional leadership, faculty, and community stakeholders, this position is responsible for translating the school's strategic vision, *Innovate Learning for the Future* into transformative learning experiences that are student-centered, inquiry-based, and aligned with emerging trends in education, technology, and industry.

EDUCATION, QUALIFICATIONS, AND PRIOR EXPERIENCE REQUIRED

- A bachelor's degree, or higher, in a subject group-related field
- At least 5 years of experience in a representative blend of technology, engineering, science, arts, computer science, and/or an education-related field
- Experience leading diverse teams to develop and implement organizational initiatives
- Excellent interpersonal and communication skills, and the ability to work collaboratively with teachers, students, parents, and staff
- Ability, desire, and commitment to work collaboratively with the community of The American School Foundation and on the broader community locally, nationally, and internationally

DUTIES AND RESPONSIBILITIES

1. Strategic Innovation Leadership

- Lead the implementation of *Innovate Learning for the Future* initiatives with a focus on real-world learning, creativity, communication, collaboration, and entrepreneurship.
- Establish and oversee the ASF Center for Innovation, providing vision, scope, programming, and partnerships.
- Develop and sustain a dynamic, multi-disciplinary hub for social entrepreneurship, research, faculty innovation, and off-campus learning opportunities.

2. Curriculum & Pedagogy

- Collaborate with curriculum leaders to integrate experiential and project-based learning K–12.
- Coach and mentor faculty as designers of cross-disciplinary, inquiry-based, and STEAM-integrated learning experiences aligned with the school's curriculum and programs.
- Collaborate with the Educational Technology Coordinators and the Director of OIT to establish educational technology norms, digital fluency progression (Grades 1–12), and purposeful EdTech integration—including the ethical, creative, and responsible use of Artificial Intelligence (AI) tools to enhance teaching and learning.

3. Innovation Team Leadership

- Lead and manage the Innovation Team, including the Educational Technology Coordinators, Innovation and Design Experience Coordinators, and the Research and Analytics Coordinator.
- Ensure cohesive planning, collaboration, and alignment of all innovation-related roles and functions across divisions.
- Facilitate regular team meetings to set shared goals, review progress, and build capacity in instructional innovation and research-informed practice.
- Collaborate closely with the Research and Analytics Coordinator to develop and sustain a vibrant Research Hub within the ASF Center for Innovation, supporting data-informed decision-making to support teaching and learning.
- Promote the use of research and analytics to identify emerging trends, evaluate program effectiveness, and surface actionable insights that guide continuous improvement.

3. Professional Development & Capacity Building

- Design, lead, and coordinate professional learning to advance experiential, transdisciplinary, and innovation-based teaching and learning.
- Lead the Faculty Innovation Cohorts to amplify authentic learning and teacher leadership.

4. Program Development & External Engagement

- Collaborate with the Head of A&EL and the EL coordinator to develop more innovation-related co-curricular programs across K–12.
- Collaborate with the US Pathways coordinator to promote internships, exchanges, and other off-campus learning opportunities.
- Serve as liaison to the Parent Organization, aligning parent support with strategic goals related to innovation.
- Build and maintain partnerships with external organizations in innovation, entrepreneurship, higher education, and industries locally and internationally.

5. Operational & Organizational Management

- Manage the Center for Innovation's budget, staffing, and space.
- Partner in writing grant proposals and providing data for grant reporting, including ongoing initiatives.
- Establish and monitor metrics to assess program impact and communicate outcomes to internal and external stakeholders.
- In collaboration with the Research and Analytics Coordinator, promote a culture of data-informed decision-making across different areas in the school, both academic and operational.

SUPERVISES

The Head of Innovation will supervise the Educational Technology Coordinators, Innovation and Design Experience Coordinators, Community and Service Learning Coordinator, and the Research and Analytics Coordinator as members of the Innovation Team.

APPLICATION PROCESS:

Please submit your Resumé and Cover Letter in English.