

Nadjib Aktouf

Extended Resume

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OBJECTIVE

Seeking a leadership position in educational technology at a progressive international school. I believe in educational environments with invisible technology for visible learning.

EXPERIENCE

Escuela Campo Alegre Caracas, Venezuela

August 2014 - Present

Director of Technology

Implement, support and advance programs related to academic, administrative, and operational uses of technology.

- Led Blended Learning initiative to enhance teaching and learning and improve environmental sustainability
- Led deployment of 1:1 Chromebook program for grades 6 to 8
- Oversaw rollout of BYOD program for grades 9 to 12
- Led and managed Faculty BYOD program
- Led initiative for faculty PLN's using Google+
- Managed IT team to redesign network to optimize bandwidth and enhance security
- Implemented unified threat management firewall for school network
- Oversaw planning and migration of local platforms and services to the cloud:
 - Managed Google Apps domain
 - Developed and designed a cloud-based faculty intranet system
 - Created online after school activities registration forms and report generators
 - Developed a technology disaster recovery plan
 - Technology and maintenance work help requests
 - Business office platforms
 - Chaired committee in search of a learning management system, launched Schoology
 - Chaired committee in review of student management system
 - Introduced use of Google Classrooms for principals to collaborate with their teachers for annual appraisal process
 - Oversaw planning and implementation of electronic portfolios using Blogger in Nursery to G8
 - Restructure curriculum document storage from local file server to collaborative space on Google Drive
- Led regular technology training sessions for faculty on various platforms:
 - Google Apps
 - Hapara Teacher Dashboard
 - VoiceThread
 - Nearpod
 - Google Earth
 - Developing and maintaining a Personal Learning Network
 - Creating a Blended Learning Environment in classrooms
 - Developed mico-learning video series for faculty training on Grovo for school's various platforms.
- Held sessions for parents:
 - Workshops on various technology platforms used at school
 - Parent-chat session on Cyber Safety and managing digital presence
- Developed Digital Citizenship curriculum for Kindergarten to Grade 12, currently in pilot year
- Developed set of faculty core-tech competencies to be used as a tool for teachers to plan professional development
- Transformed and updated Responsible Use Policies for students, faculty and staff
- Oversaw the purchase, care, maintenance and allocation of IT resources.
- Prepared an annual budget for capital and operating expenses of technology hardware and services
- Assisted principals in the evaluation of Information Technology teachers.

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- Assisted in the selection and hiring of IT personnel
- Managed, supported, supervised and evaluated 6 IT service personnel and 2 technology integration facilitators
- Planned and implemented re-branding of Escuela Campo Alegre
 - Redesigned school logo and website
 - Updated school online presence particularly focusing on use of social media
- Collaborated in updating school Emergency Preparedness Plan with focus on user and data security
- Oversaw technology components for setting up and running MAP standardized tests

Escuela Campo Alegre Caracas, Venezuela
Technology Integration Specialist K-5

August 2012 - June 2014

Promoted the use of technologies to support student learning in Kindergarten through grade 5. Provide instructional staff with training, support, and opportunities for collaboration with technology.

- Worked with teachers to incorporate technology tools in their lessons to promote differentiation, collaboration, and 21st century skills
- Held training technology sessions for teachers
- Taught regular computer classes for kindergarten to grade 2
- Expanded use of Google Apps for students in grades 2 - 4
- Created bi-annual typing competition for students to learn proper typing skills outside instructional time
- Connected teachers and students with classrooms around the world through Skype Classroom, World Maths Competition, and Connected Classrooms Google+ Community
- Proctored MAP standardized tests
- Taught digital citizenship units to students in kindergarten to grade 5 and made ECA a Common Sense Media Digital Citizenship Certified School

American Community School Amman, Jordan
Secondary School Technology Instructor

August 2010 - June 2012

Taught technology courses including: Web Design, Graphic Design, Video Production, and Publications.

American Community School Amman, Jordan
Elementary School Computer Teacher

June 2008 - August 2010

Pre-K to grade 5 computer classes.

American Community School Amman, Jordan
Digital Media & Publications Instructor, and School Web Developer

August 2005 - June 2008

Taught middle school Digital Media classes and advised the Yearbook publications class. During this time, I also worked in the IT department as the in-house Web Developer.

EDUCATION

University of Phoenix
Master of Arts in Education/Secondary Teacher Education (MAEd/TED-S)

2011

New York Institute of Technology
Bachelor of Science in Computer Science, Concentration in Internet Engineering

2005

SKILLS

Proficient in HTML5, CSS, and Coldfusion
 Google Apps Education Individual Qualification (IQ)
 Google Certified Educator Level 2
 Common Sense Media Digital Citizenship Educator
 Google Certified Trainer - In Progress
 Hapara Certified Educator - In Progress

LANGUAGES

English - Fluent
Arabic - Fluent
French - Intermediate
Spanish - Intermediate

References are available upon request.