



Technology Coach

Job Description

Immediate Supervisor	<u>Coordinator of Instructional Technology</u>
Length of Employment	<u>10 months</u>

Position Description

Under the direction of the Instructional Technology Coordinator, the essential function of the technology coach is to facilitate the implementation and integration of technology in Pre-K-12 classrooms. The technology coach also provides ongoing job-embedded professional development for teachers, staff, and administration on infusing technology into the core curriculum areas, models effective instructional strategies using technology, and leads discussions with teachers on the latest research on technology integration. Technology coaches assist teachers in using technology for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.

Essential Duties

- Facilitating school and district-based high quality professional development, working with teachers (in groups or individually) to refine their knowledge and skills, before/after school and during the school day.
- Expert understanding and knowledge to provide training to certified and classified staff in the use of instructional and district standard software products for the purpose of improving work efficiency and effectiveness by enhancing the ability to use new and/or existing software.
- Coach teachers in and model design and implementation of technology-enhanced learning experiences using a variety of research-based, learner-centered instructional strategies, resources, and assessment tools to address the diverse needs and interests of all students through the use of instructional strategies that have proven to increase student achievement emphasizing creativity, and higher-order thinking skills including Webb’s Depth of Knowledge.

- Keep abreast and knowledgeable of digital age learning environment models including the flipped classroom, face to face, online, collaborative classroom and blended learning forms of instructional delivery, technology skills, and instructional strategies necessary to effectively impact the instructional practices of the teachers that are coached and model in a variety of classroom and professional development situations.
- Serve as a knowledgeable resource/curriculum leader in faculty and PLC meetings motivating, modeling, and managing the needs of the staff at the assigned school site.
- Coach and model effective use of technology tools and resources to continuously assess student learning and technology literacy by using a variety of formative and summative assessments aligned with Common Core and ISTE student technology standards.
- Coach and model effective use of technology tools and resources to systematically collect and analyze student achievement data, interpret results, and communicate findings to improve instructional practice and maximize student learning.
- Evaluates student technology skills in coordination with the classroom teacher and records their proficiency in preparation for next generation assessments.
- Maintains a variety of files, documents and/or records (e.g. reports, logs, databases, agreements, licenses, copyrights, departmental reporting, etc.) for the purpose of documenting activities, providing written references, and complying with mandated requirements.
- Prepares documentation (e.g. user guides, recommendations, lesson plans, reports, instructions, memos, etc.) for the purpose of documenting activities, providing written documentation and/or conveying information.
- Promote digital citizenship by conducting digital citizenship lessons in classrooms, modeling and facilitating safe, healthy, legal, and ethical uses of digital information and technologies.
- Model and promote diversity, cultural understanding, and global awareness by using digital-age communication and collaboration tools to interact locally and globally with students, peers, parents, and the larger community.
- Oversees assigned projects and/or program components for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Coordinate purchasing management for the school and forward purchase order requests to Technology Coordinator for approval and ordering while advocating for policies, procedures, programs, and grants to support implementation of the shared vision of the school and district.

- Manage and monitor the school's local area network including system security, user account information and software installation.
- Manage the network backup rotation and perform primary file maintenance.
- Perform Level I technical support within the school site including basic computer, printer, and other instructional tools maintenance.
- Manage the assignment of school user accounts based upon appropriately signed AUP, loading of software, and the school's web site.
- Supports delivery of instruction of keyboarding skills to enable students' proficiency in upcoming online testing situations.
- Oversees equipment readiness for online testing situations.
- In coordination with school level Guidance Counselor and Testing Coordinator, ensure test keys, logs-ins, equipment, etc. as needed for online testing are readied at time of testing.
- Maintain technology software inventory

Qualifications

- Certified Tennessee Teaching Certificate in appropriate grade level for position.
- Must have classroom experience and experience integrating technology into instruction with a minimum of five years teaching experience in core curriculum area.
- Track record or evidence of improving student achievement in their classroom.
- Demonstrates knowledge and use of a rich array of instructional approaches, resources, and technologies in the relevant content area(s);
- Demonstrates skills in analyzing and using data for instructional decision-making.
- Interpersonal, problem solving, and organizational skills required to effectively facilitate coaching and staff development.
- Ability to design high quality professional development for teachers/school staff.
- Ability to solve problems quickly and effectively with limited amounts of information
- Self-starter, task oriented, showing initiative in areas that impact the learning goals of the school/district.
- Team player that gets along well with others. Open-minded and willing to give and take to come to an agreement. Understanding and commitment to team/school/district goals and vision and willingness to share knowledge and expertise in these areas.
- Extensive experience with instructional technology and multimedia in Pre-K-12 setting.

- Possess basic knowledge of computer, printer, and other instructional tools operations with the ability to troubleshoot and make minor repairs.
- Knowledge of: use of decision-making rules, time-management skills, power-sharing techniques, organizational skills, big picture awareness, systemic planning skills, and focus on effective, challenging, and engaging learning for all.
- Possesses listening, relationship-building, communication, and marketing skills that will effectively gain input from and disseminate information to all stakeholders.

Evaluation

To be conducted by the Coordinator of Instructional Technology in accordance with the Rutherford County Board of Education policy on evaluation of certified personnel using the TEAM Model. Annual Principal evaluation rubric for school administrative input of position effectiveness.