

TITLE**Technology and Virtual Learning Instructional Coach*****PENDING FEDERAL FUNDING*****2020-2021 SCHOOL YEAR****To begin as soon as possible****QUALIFICATIONS**

1. Bachelor's Degree in Education with a minimum of three (3) years of experience in the classroom integrating technology;
2. Valid Tennessee teaching license with an appropriate endorsement;
3. Strong communication skills with experience in conducting technology training for adults; and
4. Ability to demonstrate technology skills in current technology applications, equipment, and instructional programs, use of peripherals, and classroom integration.
5. Preferred Level 1 Google Certification

JOB GOAL

To maximize the use and effectiveness of modern technological advancements throughout the school system by effective training of teachers, staff, and students, thus helping all students experience academic success.

ESSENTIAL FUNCTIONS

1. Develop and implement staff development programs and materials for the integration of technology and curriculum, to meet specific system needs related to the instructional and administrative use of technology, instructional programs, and Virtual Learning;
2. Train principals, teachers and staff in the most effective use of modern technology;
3. Assist in the integration of technology applications and instructional programs in the K-12 curriculum;
4. Provide technical curriculum assistance regarding, software applications, computer technology, and the general instructional use of technology in the classroom and for the purpose of distance learning;
5. Assist in implementation of the system's technology plan;
6. Provide support for the Virtual Learning program with high quality professional development with both standards and equipment;

PHYSICAL DEMANDS

This job may require lifting of objects that exceed ten (10) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Strong communication skills.
6. Well versed in research on teaching and learning.
7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Ability to convey curriculum and staff development experience
10. Good organizational skills.
11. Demonstrates the ability to implement innovative ideas.
12. Enthusiasm

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal working environment for public schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Expected to work the normal work days of a certified teacher for the remainder of the 2020-21 school year