

INSTRUCTIONAL TECHNOLOGY COACH

Purpose Statement

The job of Instructional Technology Coach was established for the purpose/s of improving student performance by interfacing with teachers to facilitate the integration of technology into teaching and learning by developing and conducting professional development sessions on infusing technology into the core areas of academic curriculum; maintaining training facility resources and equipment; providing input and recommendations regarding software purchases within both site and district technology plans; and providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

This job reports to the Federal Programs Supervisor for the efficient and effective accomplishment of assigned tasks.

Essential Functions

- Analyzes student and program related data and utilizes data in coaching responsibilities.
- Collaborates on the design and preparation of district-developed tools to enhance the implementation of programs and initiatives in instructional technology, instruction, assessment and learning environment.
- Conducts conferences with classroom teachers on use of instructional technology.
- Conducts staff development in instructional technology.
- Coordinates the development and implementation of special assigned projects.
- Develops instructional technology solutions and related training materials aligned with district goals and standards.
- Investigates and demonstrates ways to infuse technology into teaching strategies, techniques and classroom management.
- 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 mandates.
- Models appropriate teaching strategies infusing technology.
- Monitors and evaluates the content relevance and effectiveness of instructional technology aligned with established objectives.
- 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.
- Participates in developing and monitoring ethical use of technology following guidelines and standards.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Promotes the use of technology in all content areas.
- Remains up-to-date in knowledge of technology and computer education.
- Trains certificated, 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.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating a variety of technology in an instructional setting; proficiency in a windows based environment; and the ability to work collaboratively with others maintaining relationships, instructional design skills; and problem solving.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: creating multimedia and digital video presentations and promotions; policies and regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); educational and classroom management software; current and emerging technology; and curriculum and instructional methods.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Minimum 3 years of classroom teaching.

Education Masters degree in Education.

Equivalency None Specified

Requirement

This is a certified position.

Continuing Educ. / Training

None Specified

Certificates & Licenses

Teachers License

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Exempt