



Position Title: **Instructional Technology Coach**

Department: District

Reports To: Federal Programs Director

SUMMARY: Responsible for supporting the professional growth and development of all teachers to facilitate learning and independent application of effective instructional technology practices. Position provides support through planning, modeling, co-teaching, training, and data analysis across all content areas. Position plans and conducts professional development based on assessed building and/or teacher needs. Position functions within the Technology Department as a district-wide staff developer, gatekeeper of instructional online platforms and curriculum specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant and engaging learning experiences for all students
2. Collaborates with instructional staff in regards to effective use of technology tools and resources to systematically collect and analyze pertinent data, interpret results and communicate findings to improve instructional practice and maximize student learning
3. Coaches teachers in and models the use of online and blended learning, digital content and collaborative learning networks to support and extend student learning as well as expand opportunities for online professional development for teachers and administrators
4. Introduces teachers to new technology integration methods, materials and instructional strategies that have proven to increase student achievement
5. Participates in the school improvement process through goal setting and implementation as well as data analysis for instructional improvement
6. Works collaboratively and communicates effectively with district-level instructional supervisors to evaluate, select and implement technology enhanced learning experiences addressing content standards and student technology standards
7. Identifies technology integration competencies among instructional staff, in collaboration with school administrators, and delivers appropriate coaching, training, and resources to support the professional growth of individuals

8. Evaluate results of professional learning programs to determine the effectiveness on deepening teacher content knowledge, improving teacher pedagogical skills and/or increasing student learning
9. Model and promote digital citizenship by facilitating safe, healthy, legal and ethical use of digital information and technologies
10. Engages in continual learning to deepen content and pedagogical knowledge in technology integration and current and emerging technologies necessary to implement the ISTE Standards-S(students) and ISTE Standards-T (teachers)
11. Models nondiscriminatory practices in all activities
11. Regularly evaluates and reflects on professional practice and dispositions to improve and strengthen ability to effectively model and facilitate technology-enhanced learning experiences
12. Supports the collaboration and communication among school and district staff through the management of electronic interaction venues, e.g. websites and video-conferencing
13. Coordinates with school and technical support staff for timely reporting of equipment needing repair or other support issues, as well as ensuring the smooth and successful deployment of new technologies to include troubleshooting basic software, hardware and connectivity problems common to digital learning environments

SUPERVISORY RESPONSIBILITIES: none

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Must possess a Bachelor's or Master's degree and have a valid Oregon teaching license. Must possess a minimum of three years of classroom teaching experience. Education certifications such as ISTE or Google preferred. Must possess effective instructional delivery techniques and excellent communication skills. Must possess the ability to coach and train instructional staff. Must possess an in-depth knowledge of computer instructional applications and curriculum development. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

LANGUAGE SKILLS: Ability to read and comprehend instructions and to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Instructional Technology Coach - 2

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MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing, in both English and Spanish. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date