

## Job Description

**Job Title:** Instructional Technology Coach

**Supervisor:** Supervisor of Instructional Technology

**Job Classification:** Exempt

**Pay Grade:** Teacher Scale

**Contract Length:** 220 days

### Job Summary

Position is 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 and curriculum specialist.

### Essential Duties

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.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Regularly evaluates and reflects on professional practice and dispositions to improve and strengthen ability to effectively model and facilitate technology-enhanced learning experiences.
2. Supports the collaboration and communication among school and district staff through the management of electronic interaction venues, e.g. websites and video-conferencing.
3. 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.

4. Supports and contributes to the planning, development, implementation and evaluation of the Newport News Public Schools Strategic Plan and the Educational Technology Plan at the division and school level.

**Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s or Master’s degree and be eligible for a Virginia teaching license. Must possess a minimum of four 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.

**Working Conditions & Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds.

**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. Duties are normally performed in a classroom or computer lab environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor Instructional Technology

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Technology Coach will be required to follow any other instructions and to perform any other related duties as assigned by the immediate Supervisor or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_