

Richland School District Two

JOB DESCRIPTION **(Revised November, 2013)**

JOB TITLE: Technology and Learning Coach

FLSA Status: Exempt
Pay Grade: Teacher Salary Schedule
Days of Work: 195

GENERAL STATEMENT OF JOB

The Technology and Learning Coach (TLC) is a certified teacher who works with staff to integrate technology into the curriculum in a way that develops skills, increases understanding, and explores applications which enable students and staff to utilize technology. The TLC's schedule will be flexible to enable him/her the ability to work with staff during the school day. Reports to the Principal with district responsibilities coordinated by the District's Technology Integration Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspires and participates in the development and implementation of a shared vision for the comprehensive integration of technology to promote excellence and support transformational change throughout the instructional environment.

Assists teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant and engaging learning experiences for all students. Models and promotes digital citizenship and integrated uses of technology to maximize the instructional process.

Provides support and training for technology tools and resources. Plans and consults with teachers to integrate technology authentically and appropriately in the classroom.

Communicates the district technology plan; contributes to the development of the school technology plan. Advocates for policies, programs, and procedures to support and implement the district technology plan at the site level.

Analyzes user needs, evaluates systems and recommends purchases of new equipment and software. Seeks grant opportunities for technology-related items.

Conducts needs assessments and works with staff to define their specific technology training needs; works with the Technology Integration Specialist to design and present appropriate professional development. Evaluates the impact of technology-related professional learning programs on instructional practice and student learning.

Meets regularly with the technology leadership team and curriculum teams to discuss ideas and develop technology courses and projects school-wide. Works with teachers and administrators to teach the internet safety curriculum.

Evaluates and reflects on professional practice and dispositions to improve and strengthen ability to effectively model and facilitate technology-enhanced learning experiences.

Assists in compliance with software licensing laws and CIPA.

Operates general office equipment such as computers, printers, projectors, video players and televisions, copiers, calculator, etc.

Willingly performs other duties as assigned to support the efforts of the district in implementing the overall technology plan.

MINIMUM TRAINING AND EXPERIENCE

Minimum of Bachelor's degree and valid South Carolina teaching certificate. At least three year's of experience as a certified teacher; demonstrated aptitude for integrating technology in the classroom.

JOB REQUIREMENTS

Knowledge:

Thorough knowledge of stand-alone and networked computers and peripheral devices, hardware, software, and operations. Knowledge in the areas of Internet applications and Web content development and management. Knowledge in the areas of existing and emerging e-learning systems and virtual schooling. Advanced knowledge in developing and promoting 21st century technology integration with curriculum and classroom management. Knowledge of related software applications being used by end users. Knowledge of the records and reports which must be prepared and maintained. Knowledge in the use/operations of computers/networks and the entry and maintenance of related information and data. Knowledge of training and formal professional development methods.

Skills/Effort:

Demonstrates professional knowledge, skills, and dispositions in content pedagogical and technological areas as well as adult learning and leadership and works to continuously deepen knowledge and expertise. Ability to understand and apply district policies and procedures; ability to understand and execute complex oral and written instructions. Ability to provide effective training, guidance and instruction to software and equipment users. Ability to design, organize and conduct professional development in varied settings with varied audiences using district enabled technologies. Excellent verbal and written communication skills. Ability to establish and maintain effective working relationships with co-workers, school personnel, consultants, etc. Skilled in applying a responsible attention to detail. Ability to prepare and maintain an assortment of records and reports. Ability to use general office equipment such as computer, copier, calculator, facsimile machine, etc.

Additional Physical, Cognitive, and Other Requirements:

Duties involve work in school or office environment that includes standing, walking, and sedentary duties. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Requires the ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions. Must apply effective leadership principles in counseling and teaching others regarding information technologies. Duties require successful adaption to stressors, emergencies, tight deadlines, etc. Must be able to record and exchange data, follow or deliver detailed verbal or written instructions, and make presentations to small and large groups. Must be able to read, interpret, and apply various laws, policies, and procedures. Duties require the ability to prepare and interpret complex records and reports, prepare correspondence, and enter data in correct form including proper spelling, punctuation, and grammar. Must possess the ability to add and subtract, multiply and divide, determine decimals and percents, and apply statistical analysis. Must be able to compare and analyze information in numeric or symbolic form, and appropriately process color, depth and spatial relationships. Must have sufficient hand, eye and foot coordination to use or operate various technologies and standard office equipment, items, and supplies. Duties of the job require routine keyboard operations

and the frequent use of a computer monitor and related equipment. Duties may involve the pushing, pulling and/or lifting of items weighing up to 50 pounds and the exertion of up to 10 pounds of force on a recurring basis.

Working Conditions:

Conducts duties in an office and school environment with little significant exposure to environmental or hazardous conditions. Physical demands may require the lifting/moving of items weighing up to fifty pounds. Job requires the operation of standard office and computer equipment.

Responsibility:

No direct budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EEO STATEMENT

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____