



## JOB DESCRIPTION

SCHOOL DISTRICT U-46  
HUMAN RESOURCES

<b>Position / Title:</b> INSTRUCTIONAL TECHNOLOGY BUILDING COACH	
<b>Bargaining Unit:</b> ETA	<b>Department/Location:</b> Teaching and Learning Department
<b>Calendar Days:</b> 184	<b>Reports To:</b> Building Principal
<b>JD Revision Date:</b> April 15, 2024	<b>Supervises:</b> N/A

### Function / Position Summary

Provide ongoing, differentiated professional development in instructional technology for administrators, teachers, and staff as outlined below in order to impact student achievement as well as to support Family and Community engagement initiatives. Responsible for providing support to teachers and other staff in their respective school buildings to use district technology systems and effectively integrate technology with instruction.

To model, train and coach teachers and other staff in the use of the district, SOPPA approved instructional technology tools.

### Job Duties / Responsibilities

- Attend quarterly Instructional Technology Building Coach meetings or complete alternative meeting option. Communicate Instructional Technology information to staff.
- Provide coaching and support new and experienced teachers in the use of Infinite Campus throughout the school year. Including assistance setting up gradebooks at the start of the year/semester and posting grades to report cards.
- Assist fellow teachers on the effective use of our learning management system, Canvas, as well as Mastery Connect
- Assist fellow teachers on effective use of Google Apps for Education and other SOPPA approved instructional technology
- Utilize needs assessment results to inform the content and delivery of technology-related professional development opportunities that result in a positive impact on student learning
- Design, develop and implement at least 3 technology-rich professional development opportunities that model principles of adult learning and promote digital age best practices in teaching, learning, and assessment aligned to the need assessment results. Document PD sessions and post material in shared Google Drive accessible to other technology coaches.
- Attend and support district-wide professional development opportunities (there may be required professional development in order to ensure all coaches are able to support systems work)
- Coach teachers in and model design and implementation of technology-enhanced learning experiences addressing content standards and student technology standards.
- Model and promote diversity, cultural understanding, and global awareness by using digital age communication and collaboration tools to interact locally and globally with students, peers, parents, and the larger community (Connected Educator).
- Elementary/Early Learner building instructional technology coaches only- assistance and support in using Learning Genie



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**Education**

- Certified Teacher
- Previous experience teaching, training, and coaching adult educators preferred
- Strong computer skills and interest in new technologies
- Previous experience working with instructional technology applications and hardware preferred

**Experience / Knowledge**

- Ability and willingness to learn Infinite Campus, Learning Genie, Canvas, Mastery Connect, Google Applications, etc.
- Ability to lead professional development and coach teachers and other building staff.
- Ability to have focused conversations around how technology can support curricular goals.
- Understanding of the SAMR (Substitution, Augmentation, Modification, Redefinition) model.
- Understanding of the ISTE Standards for Students, Teachers, Administrators, and Coaches.
- Availability throughout the year to coach and support teachers.
- Ability to differentiate professional development to accommodate different comfort and skill levels with technology.

**Physical Demands**

- Must be able to meet the demands of additional teaching and coaching
- Must be able to work in front of a computer monitor for multiple hours at a time

**Terms of Employment**

- 1 year position; estimated time commitment, including training - 40 hours. Stipend: \$1000 for all coaches.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_