

Baldwin Park Unified School District
Job Description

CURRICULUM, TECHNOLOGY AND INTERVENTION COACH

DEFINITION

Under the direction of the school site principal or designee, the Curriculum, Technology and Intervention Coach will be responsible for planning, developing and coordinating delivery of technology-based intervention geared towards the integration of technology in the classroom to support teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed in this section are representative of duties assigned to this position and an individual must be able to perform these duties satisfactorily. This list is not intended to be an exhaustive list of all the tasks assigned to this position. Duties and responsibilities of the assignment may vary.

- A. Commits to honoring BPUSD's Mission, Vision, Core Values, Commitments, and Indicators of Student Success.
- B. Assists the principal in the implementation of the core curriculum.
- C. Consults and work with classroom teachers, instructional aides, and parents with programs and the school plan.
- D. Conducts in-service programs and provide demonstration lessons for classroom teachers.
- E. Makes classroom visitations in order to provide coaching and instructional support.
- F. Analyzes and interprets student achievement data.
- G. Organizes, plans, and prepares for small group instruction for identified students.
- H. Develops and provides intervention services to identified students.
- I. Coordinates development and implementation of instructional technology integration throughout the grades, providing authentic learning outcomes for students that are tied to the California State Standards and 21st Century Skills (ISTE standards) and implement a school and District instructional plan.
- J. Works cooperatively with site administrators and classroom teachers in coordinating instructional technology intervention.

- K. Serves as an educational technology advisor to teachers in curriculum, instruction, and the use of technology.
- L. Participates in committees, conferences, workshops, professional development activities and research to keep abreast of the latest offerings in educational technology.
- M. Assists site leadership to promote a school climate conducive to active learning, student and teacher responsibility, high expectations, and academic achievement.
- N. Works with the school and District leadership to develop and implement a school or District technology plan.
- O. Monitors and models the use of materials, equipment, technology, and labs used with identified students.
- P. Assists with the development, maintenance, and regular updates to the District and Site websites.
- Q. Carries out other tasks and duties as assigned that are related to student achievement.

EMPLOYMENT STANDARDS

Knowledge and Abilities

Knowledge of:

- Current research-based technology educational practices.
- Effective methods of professional development.
- Operation of computers and peripheral equipment related to assignments.
- Curriculum and instruction, California Standards and Frameworks, and demonstrate working knowledge of technology as a tool to enhance curriculum.
- Legal issues pertaining to student safety, privacy and copyright laws.
- Using of audio-visual equipment for instruction purposes.
- Educational and classroom management software, current and emerging technologies, web-based applications, and curriculum and instructional methods.

Ability to:

- Communicate effectively, both orally and in writing.
- Create support documents, guides, memorandum and policy narratives; strong writing skills.
- Establish and maintain effective working relationships.
- Work effectively with groups.
- Utilize a variety of types of job-related hardware and software.
- Work with data of varied types and/or purposes.
- Plan, organize and prioritize activities related to assignments.
- Schedule a number of activities, meetings, and/or events.
- Effectively make decisions.
- Meet deadlines and schedules.
- Strong problem solving/troubleshooting skills.
- Self-motivate and self-direct.
- Collaborate as a team player, constructive thinker and problem solver.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Maintain strong interpersonal skills using tact, patience and courtesy.
- Work in a participative and collaborative manner.
- Execute and deliver instructional technologies quickly and effectively.

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 EXPERIENCE

Education

- A California teaching credential appropriate to the specific assignment.
- Master's degree in relevant area desirable.

Experience

- Three years of successful classroom teaching shall be required.
- Instructional technology that demonstrates knowledge and skills.
- Curriculum development including experience in integrating technology into the curriculum.
- Expertise leading instructional technology-based teaching and learning.

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.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands, reach with hands and arms, talk and hear. The employee frequently is required to stand. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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 outside of the office and visits school sites. The noise level in the work environment is moderate.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License and the availability of private transportation or ability to provide transportation between job sites may be required.

EMPLOYMENT STATUS

K-12 teacher unit status.