

# MCFARLAND UNIFIED SCHOOL DISTRICT

Title and Classification: District Instructional Technology Coach

VNA

Supervisor: Coordinator II of Data, Technology, and Testing

Terms: 204 days/year

Salary Range: Certificated Salary Schedule

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## **BASIC FUNCTION:**

Under the direction of the Coordinator II of Data, Technology, and Testing in coordination with the Assistant Superintendent of Educational Services the Instructional Technology Coach will provide support to district teachers and administrators to integrate instructional technology into all curricula. Provides professional development and guidance for teachers to enhance their knowledge of emerging technologies.

## **REPRESENTATIVE DUTIES:**

- Works with classroom teachers to develop specific strategies for integrating technology into instruction;
- Provides on-site and on-demand assistance for fellow teachers to create different forms of learning and teaching with help of technologies;
- Improve student learning by showing teachers the thoughtful applications and best practices of these new tools;
- Model the utilization of technology tools and resources;
- Collaborate and plan directly with teachers;
- Conducts workshops for instructional staff on uses of technology;
- Train teachers to use technology in an effective manner;
- Provides guidance in making decisions regarding software purchases;
- Provides classroom instruction for students when needed;
- Serves on instructional committees;
- Complies with and supports school and division regulations and policies;
- Assumes responsibilities outside the classroom as they relate to school or division;
- Models non-discriminatory practices in all activities;
- Performs other task as assigned.

Board Approved:



Board President Initials



## **KNOWLEDGE AND ABILITIES:**

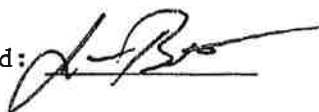
### **KNOWLEDGE OF:**

- Organization, operations, policies and objectives of public education.
- Coaching teachers in developing models that support effective teaching strategies, with a focus on technology.
- Applicable sections of State Education Code and other applicable state publications, such as curriculum frameworks.
- Curriculum, instruction and assessment processes.
- District policies and procedures that govern program and curriculum.
- Technology and computer software applications relative to instruction and administration.
- California Standards for the Teaching Profession.
- District goals as outlined in Local Education Agency Plan.
- ISTE Standards for Teachers and Students.

### **ABILITY TO:**

- Skill in integrating technology with curriculum.
- Skill in working with others in a leadership position.
- Knowledge of curriculum, instructional strategies.
- Ability to work and communication with others.
- Establish and maintain cooperative and supportive relationships with students, school personnel, district personnel, parents, co-workers, and the public.
- Analyze a variety of student data and provide meaningful interpretation for school staff.
- Conduct demonstration lessons and non-evaluative classroom observations, and provide support to teachers using the coaching cycle.
- Maintain confidentiality, as appropriate.
- Design effective lessons and interventions that incorporate technology to support student needs.
- Facilitate meetings and professional development.
- Communicate effectively in the English language both orally and in writing.
- Meet schedules and timelines.
- Work independently with appropriate direction.
- Analyze situations accurately and adopt an effective course of action as they pertain to working with adults in the coaching process and professional development.
- Use technology and computer software applications as appropriate to the work environment.
- Use tact, patience and courtesy when dealing with people.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Qualify for a Standard First Aid and CPR certificate.

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JB

- Possess a California driver's license and be insurable.
- Travel to sites throughout the McFarland District on a regular, on-going basis.
- Arrange and adhere to schedules and timelines.

## **EDUCATION AND EXPERIENCE**

### **EDUCATION:**

- Bachelor's degree from an accredited college or university.
- Valid California teaching credential authorizing services in the area of responsibility.
- State certified to provide instruction to English Language Learners.
- Required training and certification for the content area(s) served.

### **EXPERIENCE:**

- At least five years of previous successful classroom teaching.
- Demonstrate knowledge and experience in technology instructional practices.
- Previous experience providing instructional support and professional development for teachers.
- Google Certified preferred.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Typically indoor work environment.

### **PHYSICAL DEMANDS:**

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer calculator and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.

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- Physical agility to sit, stand, kneel, walk, push/pull. Squat, twist, turn, bend, stoop and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical strength sufficient to periodically lift and/or carry 25 pounds of material or supplies; occasionally lift 40 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds, with assistance.



Board President Signature

5/10/16

Date