

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

### **TITLE: TECHNOLOGY COACH**

**EMPLOYEE CLASSIFICATION:** Exempt, Certified

### **MINIMUM QUALIFICATIONS:**

- A minimum of five years successful teaching experience.
- Meets the criteria of highly qualified teacher with Master's degree or equivalent desired
- Has demonstrated success in:
  - Teaching with use of technology
  - Working with site-based teams
  - Providing professional development at the local level
- Understands and is able to model the use of technology throughout K-12 educational process

**OVERVIEW OF JOB DESCRIPTION:** Work collaboratively with K-12 teachers to support and enhance effective instruction at the local school sites. The coach provides on-going site-based professional development and technical assistance in the use of technology in teaching including the collection and management of achievement data. The focus of the coach is to develop a teacher-centered system of support that facilitates the improvement of student learning. The goal of the coach is to build teacher capacity by providing ongoing coaching in best practices of the use of technology in education.

### **PERFORMANCE RESPONSIBILITIES:**

1. Knowledge of current educational research and issues regarding use of technology in the classroom.
2. Ability to work well with people; demonstrate and maintain productive and positive interpersonal skills.
3. Knowledge and experience implementing best practices in instruction.
4. Knowledge and experience using a variety of assessment tools and analyzing student data.
5. Demonstrated success in communicating effectively with teachers, principals, parents, students, and paraprofessionals.
6. Provide leadership in technology curriculum including hardware and software instruction to staff.
7. Demonstrated ability to facilitate groups.
8. Ability to work closely with the building administrator to coordinate and implement the work of a professional learning community.
9. Knowledge of the work of professional learning communities; how to develop and enhance in schools.
10. A working knowledge of current research and resources related to district, and site-based goals, staff development, and group processes.
11. Knowledge and experience using the coaching process with other teachers.
12. Acts as a resource that is skillful, reliable, and accessible.
13. Willingness to collaborate with teacher teams, co-teach lessons, and do demonstration teaching incorporating technology.
14. Utilizes creative solutions for implementing school-based staff development.
15. Ability to work effectively with new teachers providing support and encouragement through district induction.
16. Ability to think flexibly and to adapt work to the needs of teachers.
17. Ensures that the state and district content and technology standards are the foundation of instruction in all content areas.
18. Ability to manage multiple projects effectively.
19. Explore options for grant proposals designed to secure additional funding for the district in the area of technology.
20. Ability to work with teachers in a way that improves student learning; teacher expertise is in direct correlation to student achievement through the use of technology.
21. Ability to work with teams to develop goals for improving student achievement.
22. Demonstrated teacher leadership skills.
23. Willingness to connect with the district and align work with district efforts by participating in expected training with the Arizona Department of Education throughout the year.

**REPORTS TO:** Superintendent

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Governing Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Governing Board's policy on Evaluation of Certified Personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.

Approved by Board 6-22-17