

**Regional Office of Education #9
Champaign & Ford Counties**

Job Description

- TITLE:** Instructional Technology Coach
- DEPARTMENT:** Learning Technology Center
- QUALIFICATIONS:**
1. Possess a knowledge of current technology; instructional issues and trends; digital learning practices and resources; preK-12 instructional practices; preK-12 curriculum and state content standards and curriculum; ISTE technology content standards; and iNACOL blended and online learning standards.
 2. Extensive knowledge of and experience in delivering professional learning/development that is aligned to the State-approved national standards for professional learning (Learning Forward Standards: <http://learningforward.org/standards/#.U-KcgGAo6Uk>).
 3. Minimum 5 years' experience as a Lead Classroom Teacher, Technology Coach, Educational Technology Coordinator/Director, Instructional Technology Coordinator/Director, Curriculum Coordinator/Director, or Library Media Specialist preferred.
 4. Strong verbal and written communicator with ability to convey complex messages through a variety of content formats across all levels of an organization.
 5. Excellent project management skills with the ability to coordinate both internal and external resources.
 6. Determined and results oriented individual with proven leadership experience.
 7. Bachelor's degree required. Master's degree in Educational Administration, Curriculum and Instruction, Educational Technology, Instructional Technology, Information Technology, or Library/Media Specialist or endorsement preferred.
 8. Other qualifications as deemed necessary by the LTC Director or the Regional Superintendent.
 9. Any of the above qualifications may be waived by the LTC Director or the Regional Superintendent.
- REPORTS TO:** Director, Learning Technology Center
- SUPERVISES:** Does not supervise any employees.
- JOB GOALS:** The Instructional Technology Coach (ITC) serves as an educational consultant and works in one or more school districts to amplify and enrich lessons, schools, and districts as they integrate instructional technology. The ITC is responsible for providing information, leadership, training and assistance in effectively utilizing all instructional technologies to support learning; developing strong school technology programs; the effective integration of all technologies; linking educators to research-based information and practices in support of effective classroom practices. In addition, the ITC will facilitate regional and online professional learning opportunities, and collaborate on other statewide technology initiatives as needed.

PERFORMANCE RESPONSIBILITIES:

1. Coaching and Support at Districts

The Instructional Technology Coach will work in collaboration with one or more school districts to provide embedded coaching and support for the teachers, school, and district. Responsibilities are determined by each school district, and may include:

- a. Identifying technology integration competencies among instructional staff, in collaboration with school administrators, and delivering appropriate coaching, training, and resources to support the professional growth of individuals.
- b. Coaching teachers in the design and implementation of technology-enhanced learning experiences using a variety of research-based, learner-centered instructional strategies, resources, and assessment tools
- c. Coaching and modeling effective use of technology tools and resources to continuously assess student learning and technology literacy.
- d. Assisting teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant and engaging learning experiences for all students.
- e. Introducing teachers to new technology integration methods, materials and instructional strategies that have proven to increase student achievement.
- f. Guiding the use of technology in support of the district's curriculum and the district's evaluation framework.
- g. Reviewing, planning, and facilitating workshops and in-service days for the integration of technology to engage students and increase achievement.
- h. Evaluating results of professional learning programs to determine the effectiveness on deepening teacher content knowledge, improving teacher pedagogical skills and/or increasing student learning.
- i. Preparing resources (e.g. user guides, videos, recommendations, lesson plans, reports, instructions, memos, digital calendar, PD pre and post surveys etc.) for the purpose of documenting activities, providing written documentation and/or conveying information.
- j. Providing expertise in digital curriculum and technology integration across grade levels and content areas.

2. Regional and Online Professional Learning and Leadership

When not at a district, the ITC will facilitate regional and online professional learning opportunities and support LTC initiatives. Responsibilities include:

- a. Collaborating across districts and organizations that support the adoption and implementation of services, programs, and resources that impact digital learning.
- b. Facilitating regional professional learning events for teachers, administrators, technology staff, and district personnel.
- c. Participating and growing (actively) regional and state K-12 technology communities.
- d. Assisting regional and statewide LTC staff with initiatives and activities.

3. Other

- a. Performing other duties as assigned.

TERMS OF EMPLOYMENT: To be determined by the ROE9 Regional Superintendent

EVALUATION: To be completed by the Director of the Learning Technology Center in accordance with the policies and practices of the Regional Office of Education.

Created: 8/1/2017, Revised 6/13/2019