

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

Job Description

- TITLE:** Director of Instructional Coaching
- DEPARTMENT:** Learning Technology Center
- QUALIFICATIONS:**
1. Knowledge. Possess an in-depth knowledge of current technology; instructional issues and trends; digital learning practices and resources; preK-12 instructional practice; preK-12 curriculum and state content standards and curriculum; technology content standards; and learning standards.
 2. Self-Motivation & Self-Starter: Demonstrates the ability to proactively manage and prioritize multiple tasks without micromanagement. Passionate about supporting school districts and educators and committed to getting the job done in the face of adversity.
 3. Leadership: Exceptional leadership skills with proven track record of being a solution-oriented, positive and growth minded leader. Strong work ethic driven by a sense of urgency and ability to inspire others to act. Previous supervision experience preferred.
 4. Communication. Excellent verbal and written communicator with ability to clearly communicate with superintendents, other district leaders, and educators.
 5. Technical Skills: Proficiency in all Google Suite tools as well as presentation design (Google Slides or PowerPoint), Google Sheets, Social Media, etc. Proficiency in Salesforce and Asana preferred.
 6. Flexibility: Willingness to travel 10-30% of the time to meet with school leaders, staff, or internal meetings once travel is permitted.
 7. Professional Experience. Minimum 5 years as a Lead Classroom Teacher, Technology Coach, Educational Technology Director, or Curriculum Director.
 8. Education. Bachelor's degree required. Advanced degree in Educational Leadership, Curriculum and Instruction, Educational Technology, or related field preferred.
 9. Other qualifications as deemed necessary by the Regional Superintendent or the LTC Executive Director when necessary.
 10. Any of the above qualifications may be waived by the Regional Superintendent or the LTC Executive Director when necessary.
- REPORTS TO:** Executive Director, Learning Technology Center
- SUPERVISES:** Supervises team of Instructional Technology Coaches
- JOB GOALS:** The Director of Instructional Coaching is primarily responsible for overseeing the LTC's Instructional Technology Coaching Program, supervising a team of instructional technology coaches, and supporting participating districts implementing the program. The Director of Instructional Coaching is also responsible for managing and expanding the Google Certified Coach Partnership and related services.

PERFORMANCE RESPONSIBILITIES:

1. **Supervision and Support of Staff**
 - a. Supervise a remote team of instructional technology coaches.
 - b. Provide ongoing support, expertise, and mentorship of staff through consistent, weekly contact.
 - c. Conduct in-person and virtual staff observations and visits.
 - d. Create a year-long professional learning plan for staff to help them identify and achieve individual professional learning goals.

2. **Program Development**
 - a. Develop and refine a vision for LTC instructional technology coaching services and supports.
 - b. Lead initiatives that identify and onboard new district partners.
 - c. Lead a continual improvement process for the coaching program to ensure maximum effectiveness and impact.
 - d. Manage and grow Google for Education Certified Coach Mentor Partnership.
 - e. Identify and track key performance indicators and metrics that measure progress towards the achievement of program goals.
 - f. Work with school and district leadership to develop vision of coaching and resolve challenges related to the implementation of the program.
 - g. Conduct regular meetings with district leadership teams and other stakeholders.
 - h. Champion and inspire stakeholders with the organization's vision, goals, plans, results, and success stories.

3. **Professional Learning**
 - a. Facilitate professional learning opportunities for teachers, administrators, and coaches.
 - b. Support instructional technology coaches and districts with resources, tools, and knowledge.
 - c. Provide content expertise and assistance related to instructional coaching and professional learning best practices and models.

4. **Other**
 - a. Support and lead special projects as applicable.
 - b. Perform other duties as assigned.

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

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

Created: 1/25/2021