

# Regional Office of Education #9 Champaign & Ford Counties

## Job Description

**TITLE:** Instructional Technology Coach

**DEPARTMENT:** Learning Technology Center

**QUALIFICATIONS:**

1. **Instructional Expertise:** Strong knowledge of instructional practices, curriculum design, and digital learning strategies in PreK–12 settings, with the ability to support high-quality, learner-centered instruction.
2. **Coaching & Professional Learning:** Experience supporting instructional improvement through coaching cycles (e.g., co-planning, modeling, co-teaching, feedback) and designing/facilitating professional learning aligned to recognized standards (e.g., Learning Forward Standards).
3. **Technology & Instructional Integration:** Ability to support the effective integration of instructional technology to enhance teaching, learning, assessment, and student engagement, including emerging technologies such as artificial intelligence.
4. **Collaboration & Stakeholder Engagement:** Proven ability to work effectively with teachers, administrators, and district leadership to align efforts with school and district priorities.
5. **Communication Skills:** Strong verbal and written communication skills, with the ability to translate complex instructional or technical concepts into clear, actionable strategies for diverse audiences.
6. **Data-Informed Practice:** Demonstrated ability to use coaching, instructional, and professional learning data to inform decisions, measure impact, and support continuous improvement.
7. **Organization & Project Management:** Strong organizational skills with the ability to manage multiple priorities across districts, projects, and timelines.
8. **Adaptability & Flexibility:** Ability to work across multiple districts and school environments, adapting coaching approaches and support based on varying needs, goals, and contexts.
9. **Professional Experience:** Minimum of 5 years of relevant experience (e.g., classroom teaching, instructional coaching, educational technology, curriculum leadership, or similar roles) preferred.
10. **Education:** Bachelor’s degree required; advanced degree or equivalent experience in education, instructional technology, or a related field preferred.

Other qualifications as deemed necessary by the Regional Superintendent or the LTC Executive Director when necessary. Any of the above qualifications may be waived by the Regional Superintendent or the LTC Executive Director.

**REPORTS TO:** Executive Director, Learning Technology Center

**SUPERVISES:** Does not supervise any employees.

**JOB GOALS:** The Instructional Technology Coach (ITC) serves as an educational consultant working in partnership with one or more school districts to strengthen teaching and learning through effective, research-based use of technology. Through a shared-service, embedded coaching model, the ITC provides job-embedded support aligned to district goals and priorities.

The ITC partners with educators and leaders to design high-quality learning experiences, build teacher capacity, and support the thoughtful integration of instructional technology—including emerging technologies such as artificial intelligence. This role emphasizes measurable impact on instructional practice, student engagement, and student learning outcomes.

## **PERFORMANCE RESPONSIBILITIES:**

### **1. District Coaching and Instructional Support**

The Instructional Technology Coach provides embedded, job-embedded coaching and support within partner districts. The scope of work is responsive to district priorities and may include:

- a. Designing and facilitating coaching cycles that include co-planning, modeling, co-teaching, observation, and feedback
- b. Supporting educators in designing engaging, learner-centered experiences using technology and evidence-based instructional strategies
- c. Guiding the integration of instructional technology to support curriculum, assessment, and district initiatives
- d. Supporting the effective and responsible use of emerging technologies, including artificial intelligence, in teaching and learning
- e. Modeling instructional strategies that enhance student engagement, differentiation, and assessment practices
- f. Assisting educators in using technology to assess student learning and inform instruction
- g. Facilitating professional learning experiences (e.g., workshops, institutes, ongoing PD) aligned to district goals, both in-person and virtually
- h. Collaborating with school and district leaders to align coaching efforts with strategic priorities
- i. Developing resources such as lesson materials, guides, videos, and implementation supports
- j. Using coaching and professional learning data to evaluate impact, inform continuous improvement, and communicate outcomes to district leadership
- k. Adapting coaching approaches and support strategies based on district context, goals, and feedback

### **2. Regional Leadership and Professional Learning**

When not engaged in district work, the ITC contributes to regional and statewide efforts by:

- a. Designing and facilitating regional and virtual professional learning opportunities
- b. Collaborating with educators, districts, and partner organizations to support digital learning initiatives
- c. Scaling effective practices across districts and contributing to the broader education community
- d. Building and supporting educator networks that foster collaboration and shared learning
- e. Supporting Learning Technology Center initiatives and cross-team projects

### **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 Executive Director of the Learning Technology Center in accordance with the policies and practices of the Regional Office of Education.

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