DUBUQUE COMMUNITY SCHOOL DISTRICT
Job Description

POSITION TITLE:  K-5 Technology Coach

RECRUITMENT/RECOMMENDATION:
Recruited By:  Executive Director of Human Resource Services
Recommended for Appointment By:  Executive Director of Human Resource Services

WORKING RELATIONSHIPS:
Type of Authority:  Staff
Reports To:  Building Principal
Consults With:  District and School Staff, AEA and Agency Liaisons

POSITION QUALIFICATIONS:
1. PreK-5 teaching certification
2. Successful teaching experience which include demonstrated classroom integration of technology
3. Ability to review, research, and integrate 21st century technology standards, cutting-edge technologies, alternative-learning strategies, and methodologies into eLearning content delivery
4. Ability to provide sustained, in-depth professional development for teachers which focuses upon integration of technology into the instructional environment.
5. Commitment to and willingness to continue learning in the areas of technology, teaching strategies, problem-solving
6. Excellent written and oral communication skills
7. Strong time management and scheduling ability
8. Experience in leading/facilitating committees or action teams/adult learning
9. Willingness to collaborate with district- and school-level staff
10. Demonstrates collaborative skills and abilities.
11. Leadership and service qualities
12. Evidence of success in working with adult learners via modeling, training, demonstrations, and working one to one
13. Strong knowledge base of quality children / adolescent literature
14. Ability to establish and maintain effective working relations with all district personnel

POSITION RESPONSIBILITIES:
1. Share new ideas and model effective teaching strategies
2. Support and assist building staff with the implementation of IT protocols
3. Observe lessons and provide feedback upon request
4. Assist principals and school staff in identifying, accessing, and working with technology integration at the building level
5. Direct the operation of the school media center
6. Support district curriculum initiatives and school-level strategies to support district and school improvement plans
7. Work in conjunction with district special education leadership, provide support and training for assistive technology activities
8. Pursue staff development opportunities for increasing integration of technology
9. Manage the school’s technology, media, and library programs.
10. Provide instruction and teacher assistance in the areas of 21st Century Skills, reading achievement, literacy, and library utilization as identified by the District
11. Select appropriate children/adolescent literature
12. Promote student literacy
13. Coordinate and assist with the technology aspects of assessment
14. Work as part of the building leadership team
15. Attend district and building staff meetings as required
16. Perform other duties as assigned