



## INSTRUCTIONAL TECHNOLOGY COACH

### Purpose Statement

The job of the Instructional Technology Coach was established for the purpose(s) of improving student performance by interfacing with teachers to facilitate the integration of technology into teaching and learning by developing and conducting professional development sessions on infusing technology into the core areas of academic curriculum; maintaining training facility resources and equipment; providing input and recommendations regarding software purchases and both site and district technology plans; and providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

This job reports to the Director of Instructional Technology.

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### Essential Functions

- Analyzes student and program related data for the purpose of providing information related to student and program achievement in order to evaluate program effectiveness and to provide information needed for strategic planning.
- Collaborates with teachers for the purpose of on the design and preparation of district developed tools to enhance the implementation of programs and technology, assessments and learning environment that meet student programs and District objectives in an effective and timely manner.
- Creates performance based assessments for the purpose of ensuring that District instructional technology needs are met.
- Develops instructional technology solutions and related training materials for the purpose of providing users with tools needed to utilize emerging instructional technology to enhance student learning.
- Maintains a variety of files, documents and/or records (e.g. reports, logs, databases, agreements, licenses, copyrights, departmental reporting, etc.) for the purpose of documenting activities, providing written references, and complying with mandated requirements.
- Oversees assigned projects and/or program components for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Participates in developing and monitoring ethical use districtwide instructional technology guidelines and standards (e.g. content, relevance, effectiveness, etc.) for the purpose of enhancing student achievement while minimizing costs and ensuring data compatibility.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares documentation (e.g. user guides, recommendations, lesson plans, reports, instructions, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches instructional technology related student achievement technology for the purpose of making recommendations and assisting with the design and implementation in order to meet the District master plan for instructional technology.
- Trains certificated, classified staff in the use of instructional and District standard software products for the purpose of improving work efficiency and effectiveness by enhancing the ability to use new and/or existing software.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



# Williamson County Schools

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## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating a variety of technology in an instructional setting; proficiency in a windows based environment; and the ability to work collaboratively with others maintaining relationships, instructional design skills; and problem solving.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: creating multimedia and digital video presentations and promotions; policies and regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); educational and classroom management software; current and emerging technology; and curriculum and instructional methods.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing.



- EXPERIENCE:** Job related experience with increasing levels of responsibility is desired.
- EDUCATION:** Bachelor's degree in job related field is preferred.
- EQUIVALENCY:** None Specified

### **REQUIRED TESTING:**

**CERTIFICATES & LICENSES:**  
Teachers Certification and/or License

**FLSA STATUS:**  
Exempt

### **CONTINUING EDUCATION / TRAINING:**

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Certified