Bedford County Schools
Instructional Technology Coach
Certified Position

Description:

Under the direction of the Director of Technology, the essential function of the technology coach is to facilitate the implementation and integration of technology in Pre-K-12 classrooms. The technology coach also provides ongoing job-embedded professional development for teachers, staff, and administration on infusing technology into the core curriculum areas, models effective instructional strategies using technology, and leads discussions with teachers on the latest research on technology integration. Technology coaches assist teachers in using technology for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.

- 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.
- 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.
- 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.
- Facilitating school and district-based high quality professional development, working with teachers (in groups or individually) to refine their knowledge and skills, before/after school and during the school day.
- Coach and model effective use of technology tools and resources to continuously assess student learning and technology literacy by using a variety of formative and summative assessments aligned with the Instruction Department.
- Coach and model effective use of technology tools and resources to systematically collect and analyze student achievement data, interpret results, and communicate findings to improve instructional practice and maximize student learning.
- Prepares documentation (e.g. user guides, recommendations, lesson plans, reports, instructions, memos, etc.) for the purpose of documenting activities, providing written documentation and/or conveying information.
- Promote digital citizenship by conducting digital citizenship lessons in classrooms, modeling and facilitating safe, healthy, legal, and ethical uses of digital information and technologies.
- Provide technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom;
- Assist in implementation of the system's technology plan
- Provides direct service to classroom teachers.
- Works with individual and groups of teachers to develop technology skills.
- Works with teachers in their respective classrooms to improve the quality of instruction through technology integration.

- Models best practices in technology integration then observes teachers to determine ways to enhance or improve instruction.
- Demonstrates teaching techniques which follow technology integration best practices.
- Assists classroom teachers in selecting technology that best fits standards being taught.
- Provides classroom management techniques to use when deploying technology.
- Supports Professional Development.
- Plans and directs professional development training to teachers.
- Provides staff development instruction of technology in both applications and integration.
- Analyzes student and program related data and utilizes data in coaching responsibilities.
- Collaborates on the design and preparation of district-developed tools to enhance the implementation of programs and initiatives in instructional technology, instruction, assessment and learning environment.
- Coordinates the development and implementation of special assigned projects.
- Develops instructional technology solutions and related training materials aligned with district goals and standards.
- Monitors and evaluates the content relevance and effectiveness of instructional technology aligned with established objectives.
- Participates in developing and monitoring ethical use of technology following guidelines and standards.
- Remains up-to-date in knowledge of technology and computer education.
- 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.