Job Description

**Job Title**: Instructional Technology Coach

**Supervisor**: Supervisor of Instructional Technology and Innovation, Curriculum & Development

**Position Code**: 6E03 / FE03

**Job Classification**: Exempt

**Pay Grade**: 37S

**Contract Length**: 220 days

**Job Summary**
Position is primarily responsible for coaching instructional staff to integrate technology competently and consistently. This involves the knowledge and exercise of observation, training, the pedagogy of integration, and content delivery for adult learners. Position is also responsible for facilitating school-based conversations around student achievement data for the purposes of instructional improvement in classrooms. Position functions within the Department of Curriculum and Development as both a site-based and division-wide staff developer.

**Essential Duties**
1. Collaborates with school-level instructional staff for instructional planning, co-teaching, and modeling strategies for effectively integrating technology into teaching and learning.
2. Collaborates with instructional supervisors and other division staff on curriculum development for technology integration.
3. Identifies technology integration competencies among instructional staff, in collaboration with school administrators, and delivers appropriate coaching, training, and resources to support professional growth of adult learners.
4. Collaborates with school- and division-level instructional staff and administrators to use available data to analyze student achievement, to understand available data analysis tools, to formulate evidence-based questions related to student learning, and to facilitate conversations that bridge data analysis to instructional improvement.
5. Researches new technology integration techniques and resources and disseminates to instructional staff.
6. Maintains a current knowledge of effective instructional and coaching pedagogies.
7. Models nondiscriminatory practices in all activities.

**Job Specifications**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**
Must possess a Bachelor’s degree or higher and a Virginia Collegiate Professional, Post Graduate Professional, or non-Virginia equivalent teaching license. Must possess a minimum of four years of classroom teaching experience within the range of Pre-Kindergarten to 12th grade. Must possess experience coaching or training adult learners. Must possess an in-depth knowledge of instructional technologies, instructional delivery, curriculum development, and data analysis. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students and staff.

**Working Conditions & Physical Requirements**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels,
outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a classroom or computer lab environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None  
**Supervision Received:** Supervisor of Instructional Technology and Innovation, Curriculum and Development

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Technology Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Instructional Technology and Innovation, Curriculum and Development, or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

__________________________  __________________________  
Supervisor  Date

I acknowledge that I have received and read this job description.

__________________________  __________________________  
Employee Name (Print)  Signature  Date

04/13 jrm