

Valparaiso Community Schools District Job Description: Technology Integration Coach (6.0 FTE: 2.0 VHS, 4.0 Elementary)

Title: Technology Integration Coach

Position Goals: Lead, research, implement, and provide efficient integration of technology into Valparaiso Community Schools classrooms; provide a technology environment that allows staff and students the tools to enhance educational goals and student achievement.

Definition: The Technology Integration Coach provides training and support to staff in the program area they are assigned. Through reflective dialogue and feedback the Technology Integration Coach will provide classroom support to teachers by planning and modeling effective instructional strategies in order to improve teacher performance, as well as student engagement and achievement. The Technology Integration Coach will develop and deliver professional development at the building and district level. An integral component in their function will be the professional development in using data to guide differentiated instruction (e.g., NWEA benchmarking/Study Island pathways and PSAT/Khan Academy). They will perform other non-instructional duties as assigned, according to District policies and procedures, state standards and programmatic requirements.

Allocation: This is a full-time position with a potential two-year commitment for a teacher on special assignment out of the traditional classroom.

Reports to: Assistant Superintendent

Qualifications:

- Holds a valid teaching license
- Has a minimum of three years successful teaching experience
- Demonstrates knowledge of hardware, software, apps, and extensions that are beneficial to teaching and learning
- Demonstrates knowledge and experience with the integration of technology in an education setting required
- Demonstrates ability to coach others in the integration of technology in an education setting
- Must be organized and punctual
- Demonstrates good communication and interpersonal skills

Performance Responsibilities: To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills, and abilities required.

Instruction	Technology Integration	Personal and Professional Growth
<i>Essential Duty</i>	<i>Essential Duty</i>	<i>Essential Duty</i>
Work closely with classroom teachers in analyzing students' needs and provide instructional options.	Increase the frequency and efficacy of technology in instruction	Nurture a positive, respectful relationship with super-ordinates, subordinates, and peers.
Model, co-teach, and coach teachers in the use of effective technology integration strategies while providing opportunities for reflective dialogue and feedback.	Model, co-teach, and coach teachers in the use of effective technology integration strategies	Work with Director of Technology, District Technology Committee and Building Principals to develop plans for district and building in-services.
Assist in the training of grade level and content area teams.	Provide training for teachers in the use of technology and differentiation integration and assessment	Maintain professional competence through participation in professional growth activities, keeping informed of best practices and trends.
Work closely with classroom teachers in diagnosing specialized needs of students.	Analyze and evaluate technology training needs and trends in order to develop new training opportunities or modify and improve existing opportunities.	Maintain appropriate documentation of duties.

<p>Help teachers develop successful differentiated learning opportunities for students.</p>		<p>Other duties as assigned</p>
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Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, high intensive work environment. The Dictionary of Occupational Titles characterizes this job as a sedentary position. Sedentary work is defined as:

*Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

*The Classification of Jobs further defines the physical factors as:

- Frequently reaching, handling, talking, hearing and working with near visual acuity.

Salary and Benefits:

Commensurate with the VCS compensation model

To apply:

Send a detailed letter of intent (signed and dated) to Dr. Jim McCall via email or drop off a hard copy at the Administration Building to his attention. The letter of intent should include (1) Examples of technology integration from the classroom and (2) examples of leadership and/or peer coaching within the building or district. This letter should be received by February 24, 2017.