



T U L S A

PUBLIC SCHOOLS

**Job Title:** Instructional Technology Coach  
**Department:** Teaching and Learning  
**Reports to:** Director of Teacher Development  
**Grade:** Appropriate Step on Teacher Scale  
**Number of Days:** 200  
**Security Access:** Wilson  
**Current Date:** August 28, 2014  
**Overtime Status:** Exempt

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**Position Summary:** Each Instructional Technology Coach will participate in the implementation of integrating technology to support a transformational change throughout the instructional environment. Eighty percent of the Instructional Technology Coach's time will be spent at schools sites providing job-embedded professional development and instructional support to site leadership, teachers, and other staff to improve student achievement across the curriculum in the area of instructional technology. The remaining time will be spent in preparation of the supports and working closely with Instructional Coaches, Academic Coordinators, and other Curriculum and Instruction staff. Reporting to the Director of Teacher Development, each Instructional Technology Coach will work in a collaborative environment as part of an instructional team. Extensive knowledge, experience, and successful implementation of instructional technology is required.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Bachelor's Degree in education, training, subject field, curriculum or related field
- Master's Degree in Instructional Technology preferred

##### **Specialized Knowledge, Licenses**

- Current Oklahoma state teaching certification required
- Knowledge of organizational and professional development theories and best practices
- Knowledge of current national innovative programs and trends in organizational and professional development
- Knowledge of effective use of technology in the delivery of professional development
- Knowledge and understanding of curricular frameworks, pedagogy, and quality classroom materials

##### **Experience:**

- Minimum of five years of successful teaching experience

- Knowledge of key learning theories and methods of instruction and their relation to technology integration into standards-based curriculum
- Knowledge and experience utilizing theories and methods of instruction working with adult learners
- Experience with effective instructional technology teaching strategies
- Experience developing and delivering effective professional development

**Specific Training/Skills:**

- Evidence of instructional leadership (eg. team leader, resource teacher, interdisciplinary resource teacher, department chair, system-wide committees, etc.)
- Deliver programming that drives improved academic performance for all student populations and knows effective practices for differentiating instruction
- Strong skills in current technology and digital citizenship
- Current in using new instructional technologies, knowledge of their use in the classroom, and willingness to learn additional instructional technologies.
- Experience using Interactive Whiteboards, computers, tablets, Safari Montage, and Google

**Other:**

- Demonstrates teaching and leadership skills, as well as written and oral communication skills
- Ability to work cooperatively and collaboratively with others, demonstrates self-discipline and initiative
- Ability to collect, analyze, evaluate and make recommendations on data

**Duties and Responsibilities:**

- Inspire and participate in the development and implementation of a shared vision for the comprehensive integration of technology to promote excellence and support transformational change throughout the instructional environment
- Coach classroom teachers through observation, coaching, mentoring, and assisting teachers in the development of lesson plans that encompass the use of technology in meeting district, state, and national standards for subject-area and technology learning objectives
- Assist teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.
- Coach teachers in and model effective use of technology tools and resources to continuously assess student learning and technology literacy by applying a rich variety of formative and summative assessments aligned with content and student technology standards.
- Review data and plan action strategies that address both current and future instructional needs
- Create and support effective digital age learning environments to maximize the learning of all students.

- Guide, encourage, and support teachers in developing their own resources
- Consult with school sites regarding technology needs relative to computer resources (hardware, software, learning resources, training needs, etc...)
- Conduct needs assessments, develop technology-related professional learning programs, and evaluate the impact on instructional practice and student learning.
- Assist in the development of an annual professional development plan and Create professional development opportunities related to Instructional Technology
- Model and promote digital citizenship.
- Coach teacher to utilize digital communication and collaboration tools to communicate locally and globally with students, parents, peers, and the larger community.
- Demonstrate professional knowledge, skills, and dispositions in content, pedagogical, and technological areas as well as adult learning and leadership while continuously deepening knowledge and expertise.

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