NELSON COUNTY SCHOOLS

Job Description

Position Title: Digital Learning Coach

Department: Instruction

Reports To: Directors of Instruction

Approved By: Nelson County Board of Education Date:

SUMMARY: Provide teacher support in implementation of technology integration through on-going, in-class and out-of-class professional development. Support principals and teacher leaders in the integration of instructional technology into all curricula.

**QUALIFICATIONS:** Bachelor's degree or higher. Kentucky teacher Certification. Five years successful teaching experience.

Reports to: Directors of Instruction

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

* Works closely with the Directors of Instruction to implement and help shape their vision on how technology needs to be implemented in the classroom.
* Works closely with the CIO to ensure classroom technology meets the needs of classroom leaders.
* Provides on-site and on demand assistance for teachers (Pre-12) to create different forms of learning and teaching with the help of technologies.
* Works collaboratively with other educators to integrate educational technology initiatives and resources.
* Conducts workshops for instructional staff on use of technology.
* Works collaboratively to develop and implement digital citizenship concepts across grade levels.
* Assists in technology assessments, given at key grade levels, to help identify gaps and develop strategies to incorporate 21st Century skills in the classroom.
* Assists in the development and implementation of district technology plan.
* Improve student learning by showing teachers thoughtful applications and best practices of new technology tools.
* Assists schools with maintenance of school websites and social media.
* Examines and recommends computer hardware, operating systems, and/or software for teachers and administrators.
* Maintain confidentiality, both verbally and in written form, of students and Staff.
* Models appropriate digital citizenship and data security practices.
* Oversee the district and school Student Technology Leadership Program (STLP).
* Perform other duties as assigned.