



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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www.bullittschools.org

To: Mr. Jesse Bacon, Superintendent *JB*
Ms. Becky Sexton, Assistant Superintendent for Support Services

From: Jennifer Wooley, Director of Human Resources *JW*

Date: April 9, 2019

RE: Item for April Board Agenda ~ Technology Integration Specialist Title Change
& Job Description Revision

Attached please the memo from Assistant Superintendent Adrienne Usher requesting the title of Technology Integration Specialist to be changed to Digital Learning Coach.

I recommend the title change and will make the change on the job description if approved. If you have any questions or suggestions, please feel free to contact me.

B. Sexton



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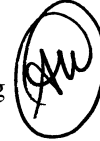
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TO: Jennifer Wooley, Director of Human Resources

FROM: Adrienne Usher, Assistant Superintendent for Student Learning

DATE: April 8, 2019

RE: Technology Integration Specialist Job Title Change



The position of Technology Integration Specialist (TIS) is a role that is essential to support teachers in their capacity for integration of instructional technology tools to enhance student learning and engagement. In addition, the state values this position by providing professional learning to the personnel who hold these roles across the state. Each year there is a state conference called the KySTE (Kentucky Society for Technology in Education) Conference. BCPS sends not only our TISes, but also classroom teachers and librarians each year as funds allow. Based on information received at the KySTE 2019 Conference, the state has requested the role of Technology Integration Specialist throughout the state be changed to *Digital Learning Coach*. The request is based on having a more uniform job title to assist with communication across the state for those employees who hold these roles in districts. This job title request also aligns with the main purpose of this role and those in similar roles, such as, our instructional coaches. The attachment outlines the job description with the only change being made in red letters specific to the job title. Please place on the April or May Board agenda for approval.

Equal Education and Employment Institution

BULLITT COUNTY PUBLIC SCHOOLS

POSITION: ~~TECHNOLOGY INTEGRATION SPECIALIST~~ **Digital Learning Coach**

POSITION SUMMARY: Collaborates with appropriate instructional and technical staff to support, manage and optimize the use of instructional software and network resources to support quality teaching and learning; provides instructional staff with essential support, modeling, co-teaching and/or coaching to enhance technology-based instructional practices and productivity; assists in the development and implementation of curriculum and integration projects; develops and offers district wide instructional technology professional learning for all staff; serves as a liaison between schools and district technology initiatives for school based implementation to increase effective teaching and learning;

Terms of Employment: 187 days plus 10 extended days

QUALIFICATIONS:

- 1.) Kentucky Teaching Certificate
- 2.) Experience and such alternatives to the above qualifications as deemed appropriate and acceptable by the Kentucky Professional Standards Board.

REPORTS TO: Assistant Superintendent for Student Learning

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with teachers in composing effective technology-infused, content-based lessons and supports innovation in the classroom
2. Promotes and models effective technology instructional best practices for quality classroom instruction
3. Assists and articulates appropriate instructional technology practices as described in technology standards for students and teachers
4. Provides assistance and training to building instructional staff in the integration of technology to support student achievement This includes planning and implementing job - embedded professional development and workshops for individuals, small groups, and large groups.
5. Collaborates in the evaluation, selection and implementation of instructional technology materials and software.
6. Gathers data and utilizes information to evaluate technology programs' effectiveness and assists schools in desegregation of the data.
7. Support the use of technology in classrooms, computer labs, and across school and district networks.
8. Research past and current practices in the area of assignment, integrates research in all areas of responsibility, and submits reports and recommendations as required.
9. Consult on district Curriculum planning and on the district Technology Planning Committee on the integration of technology. Serve as a member of or resource to school professional development and technology committees to support the need to review instructional practices and ongoing student progress.
10. Provide staff training to meet state and national standards.
11. Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.

12. Work with school leadership and school committees to assess, develop and acquire technology resources to meet instructional and management needs and to plan and implement long-term visions for technology in the school.
13. Serve as liaison between Student Learning and District Technology Offices to schools.
14. Serve as a coordinator for district STLP programs.
15. Serve as a trainer for instructional coaches and content specialists on the integration of technology into curriculum and instructional practices at the district and school level.
16. Maintain required records.
17. Demonstrate the ability to effectively educate/mentor technology users by establishing and maintaining positive, effective working relationships with staff, students, and the community.
18. Demonstrate effective time management, organizational skills, and prioritization of work to meet the needs of the users and has the ability to follow and communicate effectively, both orally and in writing.
19. Performs any other such duties as designated by the immediate supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Approved by: _____ DATE _____

Reviewed and Agreed by: _____ DATE _____