INTEROFFICE MEMORANDUM

TO: MARY ANN GEMMILL

FROM: TRACY PELLETIER

SUBJECT: REQUEST FOR APPROVAL

DATE: MAY 22, 2019

CC: KAREN EDWARDS

I would like to have this request put on the consent agenda for the June board meeting. The job description needs to change for the Technology Resource Teacher(TRT) to Digital Learning Coach, which would mirror the state job description and title. I have attached a copy of the job description and title that would be replacing the TRT position.

Thank You,

Respectfully,

Tracy Pelletier, DTC

CHRISTIAN COUNTY PUBLIC SCHOOLS
Job Description

TITLE: Digital Learning Coach

QUALIFICATIONS Master's degree or higher. Kentucky teacher Certification. Five years successful teaching experience.

REPORTS TO: District Technology Coordinator

JOB GOALS: 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.

PERFORMANCE RESPONSIBILITIES:

Works to implement and help shape the vision on how technology needs to be implemented in the classroom.

Assists in the development and implementation of district technology plan.

Examines and recommends computer hardware, operating systems, and/or software for teachers and administrators.

Works closely with the DTC 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.

Improve student learning by showing teachers thoughtful applications and best practices of new technology tools.

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.

Perform other duties as assigned.