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| **Mercer County Schools** **JOB DESCRIPTION** |
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| Job Title: District Support Instructional Technology Coach Reports to: Chief Academic Officer Job Class Code: 2210 Work Schedule: 185+10 Extended DaysPay Scale: Rank + $1,000 stipend Approval Date:  |
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| **PERFORMANCE RESPONSIBILITIES** |
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| * **JOB FUNCTION**: Work to ensure that technology is implemented seamlessly across the district to improve instruction and provide the effective implementation of instructional technology in the schools and central office.  Focus will be on innovative uses of technology to improve learning.
* Lead district-wide projects that support instructional technology in all schools.
* Collaborate with district instructional staff to promote the use of technology in all subject areas.
* Plan with teachers and assist in the integration of technology/assessment for teaching and learning and to meet national (ISTE) and State (KYSTE) teacher and student technology standards.
* Work with school and district personnel and committees to plan and implement long-term vision and plan for technology in schools and the district.
* Advise and assist teachers in integrating technology in the curriculum.
* Evaluate, recommend, and promote instructional and administrative software, websites and other technological resources.
* Conduct and/or coordinate technology professional development for district and school staff.
* Model effective teaching practices with technology. Provide individual, small group and large group assistance in using technology.
* Participates in ongoing professional development related to job responsibilities, and attend district, regional, and state meetings for professional growth and for the purpose of assisting in training district personnel.
* Provide professional development that will encourage staff to examine instructional practices and on-going student progress.
* Lead the school Digital Learning Coaches.
* Works with the Curriculum and Instruction and Technology departments to develop and implement instructional technology initiatives.
* Assess levels of teacher and student technology use and skill.
* Cooperate with other staff in promoting a positive organizational climate.
* Maintain required records and regular attendance
* Performs other duties as assigned
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| **MINIMUM QUALIFICATIONS** |
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| Education: Bachelor’s Degree, Graduate Degree or advanced education in Instructional and/or Assistive Technology preferred.Certification/Licensure: Valid Kentucky Teacher’s Certification Other Qualifications: Minimum of three years of successful teaching experience.Preferred: Google Certified Educator/Trainer (or equivalent productivity suite certification). Ability to work with other staff members, the community, parents and children. |
| **IMPORTANT NOTES** |
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| *Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual’s ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.* |
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