

**GARRARD COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: DIGITAL LEARNING COACH**

**REPORTS TO:** School Principal/Designee

**EXEMPT STATUS:** Exempt

**APPROVED:**

**BASIC FUNCTION:**

Attends monthly State DLC Meetings; learns new programs; and assists teachers in using and integrating new and existing programs and hardware into instruction.

**DUTIES AND RESPONSIBILITIES:**

- The Digital Learning Coach assists teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.
- Digital Learning Coaches conduct needs assessments, develop technology-related professional learning programs, and evaluate the impact on instructional practice and student learning in an effort to increase student performance and college and career readiness.
- Coach and mentor teachers.
- Collaborate and coordinate with administrative team members to support all activities related to digital learning.
- Foster digital citizenship
- Actively participate in collaborative planning.
- Promote the 5 C's of Digital Learning Essentials (creativity, critical thinking, communication, citizenship, & collaboration) within the curriculum.
- Support teachers through professional learning communities, one on one meetings and modeling instructional practices.
- Ensure all students and teachers have access to online/blended materials.
- Maintain regular attendance.
- Duty to report to work.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Computer operating system
- Excellent organizational, communication and interpersonal skills
- Excellent skills in the use of Microsoft Office & Google applications
- In-depth knowledge of state curricular standards as written, taught and assessed
- Ability to train core content teachers with zero years of experience in the critical attributes of instruction and student engagement with diverse populations
- Excellent data analysis skills

**ABILITY TO:**

- Work is performed while standing, sitting, and/or walking
- Requires the ability to communicate effectively
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, reaching
- Requires the ability to lift, carry, push or pull lightweights

**EDUCATION AND EXPERIENCE:**

- Minimum high school diploma
- Current district employee
- Demonstrated ability with hardware repair
- Demonstrated ability with student supervision if the position requires student supervision