

## Digital Learning Coach

Certified Position - 2211

<u>Salary</u> Per Salary Schedule	<u>Days</u> Up to 220 days	<u>Reports to:</u> Director of Technology/Chief Information Officer
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### SCOPE OF RESPONSIBILITIES

The Digital Learning Coach focuses on the planning, implementation, and training using the latest instructional digital tools (hardware and software) that maximize student learning across all content areas. The Digital Learning Coach will work to increase the capacity of teachers to use technology and develop curriculum that effectively integrates the use of technology and the technology standards in the teaching and learning process by modeling, co-teaching and/or coaching to enhance technology-based instructional practices and productivity.

### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Collaborates with teachers in composing effective technology-infused, content based lessons and supports innovation in the classroom
2. Assist teachers in the implementation of the KAS (Kentucky Academic Standards for Technology)
3. Keep a global vision for technology use for all of the Common Core strands
4. Support and assist implementing concepts on CSOPS and CDIPS
5. Assist schools in the implementation of digital citizenship curriculum for students and teachers
6. Promotes and models effective technology instructional best practices for quality classroom instruction
7. Works closely with staff to develop innovative technology solutions for instructional delivery and assessments
8. Assists teachers in accessing a variety of materials to more effectively differentiate instruction in order to accommodate the needs of a diverse student population
9. Gathers data and utilizes information to evaluate technology programs effectiveness and assists schools in the desegregation of the data
10. Stays current with new and emerging technologies and their potential applications to the district
11. Collaborates in the evaluation, selection and implementation of instructional technology material and software
12. Serves as liaison between student learning and Elementary and Secondary Directors
13. Develops instructional technology solutions and related training materials of the purpose of providing users with tools needed to utilize emerging instructional technology to enhance student learning
14. Provide job-embedded, after-school, and extended year professional development to support teachers in the integration of digital tools at the individual classroom level as it related to curriculum, instruction, and assessment
15. Provide support and professional development with new instructional software/hardware and district technology initiatives
16. Coach staff on the innovative use of digital tools to enhance student engagement at high levels of cognition
17. Facilitate communication regarding infusion of technology in curriculum, instruction, assessment, and professional development
18. Read and disseminate and model current best practice information to staff
19. Collaborate with the technology team to determine professional development opportunities for staff
20. Participates in developing and monitoring ethical use district-wide instructional technology guidelines and standards (e.g. content, relevance, effectiveness, etc.) for the purpose of enhancing student achievement while minimizing costs and ensuring data compatibility.
21. Attend state and local conferences to stay connected with next best practices
22. Maintains regular and predictable attendance
23. Adheres to the professional code of ethics

24. Perform other related duties as assigned

**ABILITY TO AND KNOWLEDGE OF:**

1. In-depth knowledge and use of a variety of technologies (Viewboards, Chromebooks, Google for Education tools, etc.) with evidence of previous training experience preferred.
2. Write and speak effectively
3. Demonstrate success in using digital tools and resources
4. Demonstrate knowledge of the use of technology in business, industry and society.
5. Use terminology related to computers and technology appropriately in written and verbal communication
6. Demonstrate successful experience of effective practices for teaching and learning
7. Demonstrate success working with peers or other adults in leadership or training roles
8. Understanding of adult learning styles and past history of teaching technology skills to adults
9. Demonstrated organizational and management abilities
10. Working knowledge of a variety of hardware and software (Google, Microsoft, Infinite Campus, Edulastic)
11. Demonstrate the ability to effectively educate and mentor technology users by establishing and maintaining positive, effective working relationships with staff, students, and the community
12. React positively to directives
13. Have a willingness to cooperate with the superintendent, district administrators, principals, and staff

**MINIMUM QUALIFICATIONS**

1. Kentucky certificate, license, or other legal credential required
2. Minimum of three years successful classroom teaching experience

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Hopkins County Board of Education policy on Evaluation of Certified Personnel.

Draft 3/18/2024