



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Technology Integration Coach
REPORTS TO: Director of Elementary Education
QUALIFICATIONS:

1. Valid New Jersey teaching certification.
2. At least three (3) years of successful teaching experience.
3. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
4. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

This position will work directly with K-12 staff to incorporate instructional technology into the classroom to maximize student learning. The position will work to establish a digitally rich school culture that fosters the district's 21st century learning outcomes by playing an integral part in the district's professional learning program. The position will support the professional growth and development of all teachers to facilitate learning and independent application of effective instructional technology practices.

ESSENTIAL JOB FUNCTIONS:

1. Supports smooth roll out of staff and student issued devices through the design and implementation of professional learning on digital citizenship, internet safety and sound technology infusion into instructional practices.
2. Supports collaboration and communication among school and district staff and administrators through the design and management of electronic interaction venues.
3. Leads the process of cataloging district-approved apps, programs, platforms, and subscriptions for secure and easy access.
4. Designs, researches, and promotes the use of systems to promote and recognize professional learning.
5. Works collaboratively with colleagues to train administrators and staff on district-approved technology platforms and applications and promotes innovation and fosters purposeful, meaningful, and creative methods for integration of technology.
6. Designs and partners with colleagues and technology department to offer regular technology open houses for staff/students/families.
7. Partners with building and district administrators and staff on vetting new technology and programs for consideration into the district.
8. Provides educational technology guidance and expertise for grades K-12 staff.
9. Performs such other tasks and assume such other responsibilities that do not interfere with the essential roles of a coach as assigned by the Director of Elementary Education.

WORK YEAR: Ten-month employee
DATE APPROVED:
APPROVED BY: Board of Education