LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – K-12 INSTRUCTIONAL TECHNOLOGY COACH

QUALIFICATIONS

Possession of a K-12 Level II instructional certificate, as well an Instructional Technology Specialist Certificate.

Exhibit a deep knowledge of curriculum, expertise in instruction, and skill in data analysis.

SKILL PREPARATION

Advanced training and experience in instructional technology implementation.

Ability to lead and mentor teacher colleagues and provide them with instructional resources related to technology integration.

Familiarity with standard-based assessments and willingness to design assessments which help teachers to monitor student achievement and evaluate the instructional technology curriculum integration.

Ability to model effective instructional practices, including technology, for teachers.

Provide personal success in increasing student's academic progress through summative, formative, and standardized test scores through the integration of instructional technology practices.

DUTIES AND RESPONSIBILITIES

Be responsible to the Assistant Superintendent for the successful completion of all assigned duties with accuracy, professionalism, and confidentiality.

Serve as a member of building leadership teams as requested.

Chair appropriate Curriculum Committees as assigned and attend building and Administrative Meetings as assigned.

Assist in the development of new courses, elimination of obsolete courses, and in improving existing courses to meet changing student and curricular needs, including the integration of technology standards.

Coordinate the integration of technology standards into all K-12 curriculum.

Analyze local and state assessment results to determine areas of District strength and need among students in each grade level.

Serve as professional development leader for technology training including locating or creating training materials, assessing the need for additional staff development, supporting appropriate use of technology in instruction, and implementing the District technology curriculum.

Facilitate grade level and subject meetings to discuss consistent and pervasive curriculum and instructional best practices related to technology integration that produce lessons aligned to the Pennsylvania Assessment Anchors and Academic Standards.

Ensure all teachers have written documentation of curriculum and copies of planned courses and materials that include technology standards.

Monitor instructional effectiveness and student progress utilizing tools and strategies gained through professional development.

Monitor and respond to state and federal directives regarding instructional technology, data-gathering, instruction, and technology initiatives to insure compliance to local, state, and federal requirements.

Recommend instructional practices and curricular alignment to promote increased student achievement through the use of technology integration in all subject areas.

Provide professional education to classroom teachers through instruction in and modeling of best practices to address the specific learning needs of students.

Foster productive instruction and curriculum communication among teachers and administrators without assuming any role in personnel evaluation.

Lead in the evaluation and recommendation of new instructional software to the School Board as needed.

Assist Principals and Assistant Superintendent in keeping teachers informed regarding new developments in curriculum, teaching, and the activities of professional organizations.

Assist in formulating policies and procedures relating to instructional technology.

Maintain current knowledge about what technology is available in the marketplace and be proactive in discovering what future technologies are on the horizon, as well as advise, introduce, and recommend appropriate technology.

Complete all other assignments delegated by the Assistant Superintendent.

EVALUATION

Evaluation will be conducted annually by Assistant Superintendent with input from Building Principals.

Approved by Board of School Directors 02/04/13