

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: INSTRUCTIONAL COACH/TEACHER-TECHNOLOGY-HIGH SCHOOL

QUALIFICATIONS:

1. Certified teacher with hours toward educational technology degree or comparable educational technology field experience. Preference would be to have a master's in instructional technology.
2. Strong organizational skills.
3. Familiar with district policies and procedures.
4. Demonstrated ability to communicate effectively electronically, orally and in writing.
5. Ability to work well with an adult learner effectively.
6. Ability to provide professional development to groups of teachers and administrators.
7. Ability to organize and maintain technology equipment and technology classroom.
8. Computer skills including word processing, spreadsheets, presentations, publishing, keyboarding and Google applications.

REPORTS TO: Building Principal and/or Assistant Superintendent of Operations

JOB GOAL: To assist teachers with the integration of technology in the classroom, to train teachers to use technology in an effective manner and to assist with curriculum development as it relates to educational technology.

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology in the classroom
2. Models the integration of technology in all curriculum areas
3. Provides technology training opportunities throughout the school year for teachers and staff to use technology in an effective manner
4. Assists with curriculum development as it relates to educational technology
5. Collaborates with the school media specialist to provide leadership in the school's use of instructional technology resources to enhance learning
6. Implements best practices related to technology use within the school program based on research, pilot programs and state/national standards
7. Locates online and software resources, based on Missouri Learning Standards/MSIP 6/NETS standards, including test preparation materials, and makes them accessible for students and teachers
8. Provides demonstration teaching to students in the appropriate use of technology in the classrooms
9. Provides leadership and collaborates with other departments to develop, implement, and update the district/high school instructional technology plan
10. Collaborate and network with the school district regarding the Technology Vision of the district
11. Collaborate regularly with the technology coaches to report on progress, share ideas and plan next steps.
12. Collaborates with the district leaders, principals, teachers, media and technology staff and students to evaluate and select resources addressing curricular needs and learning goals
13. Attend local, state or national conferences to stay abreast of instructional technology practices.
14. Perform other duties as assigned.

PHYSICAL DEMANDS: Ability to move around in the instructional area and able to carry technical equipment.

TERMS OF EMPLOYMENT: Base annual contract of nine months as per approved school calendar; compensation as per adopted salary schedule.

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the building administrator

APPROVED BY THE SCHOOL BOARD: February 21, 2019