



JOB DESCRIPTION

Educational Technology Instructional Coach Teacher on Special Assignment



Reports to:	Coordinator of Curriculum and Instruction	Employment Group / Salary Range:	Certificated
Dept:	Educational Services	FLSA:	Non exempt
Annual Work Days:	195	Formal Review Date: Board Approval Date:	March 21, 2024 April 15, 2024

PRIMARY FUNCTIONS

Under the supervision and direction of the Coordinator of Curriculum and Instruction with guidance from the Assistant Superintendent of Educational Services, the Educational Technology Instructional Coach assists the district with implementation of educational technology and standards. The Educational Technology Instructional Coach shall engage in research, and technical support as needed. They provide staff with resources, support them in implementing the California state technology standards with effective use of the adopted curriculum, and guide their instructional practices through professional development, mentoring, modeling, and coaching.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists in the planning, organization, direction, and coordination of educational technology.
- Coordinate district technology academies for PJUSD teachers & staff.
- Provides coaching and support for classroom teachers in implementing effective educational technology strategies and practices that promote student achievement and meet goals as set forth in the school PJUSD Strategic Plan, LCAP, and School Plans for Student Achievement.
- Provides guidance and support for teachers to utilize educational technology through the blending learning lesson design.
- Conducts workshops, webinars, and one-on-one training sessions to assist teachers to learn new technologies.
- Works collaboratively with the coaching team to ensure coaching support across all team members is aligned in order to maximize the efficient use of time, expertise, and support being provided to teachers in providing leadership and directional support based upon curriculum standards as well as CSTPs.
- Supports the effective use of adopted curriculums and gathering supplemental resources, as needed.
- Establishes and maintains a trusting relationship with teachers in order to engage teachers in coaching cycles to increase teacher effectiveness and student achievement.
- Demonstrates skillful use of coaching language depending on teacher and situation.
- Engages in candid and constructive feedback to help with next steps to accelerate teacher development of instructional practices related to integrating technology.
- Assists in developing policy guidelines, system standards, and operating procedures.

- Serves on the district technology committee.
- Confers with and assists administration on technological activities as necessary for the proper integration and correlation of the technology systems or programs in use by the district.
- Supports students, teachers, classified staff and parents with appropriate information and resources.
- Assists with social media platforms and district websites to ensure they are up to date and that the district is compliant with legal mandates.
- Works with the Informational Technology department to evaluate and select software, technology services, products, and practices
- Supports digital citizenship efforts and effectively communicates this with educational partners.
- Analyze student and staff data to determine the impact of technology on student learning outcomes and share this data to help the district make informed decisions about future educational technology investments.
- Uses existing County and District resources to promote the use of technology.
- Seeks outside funding sources such as business partnerships, grants, state, or federal agencies.
- Maintains knowledge of educational technologies and best practices in the classroom (i.e. artificial intelligence, grading practices, etc.)
- Will hold confidential information received from the Ed Services department in strict confidence and will not disclose or divulge either directly or indirectly information to others unless authorized to do so.
- Other duties and responsibilities consistent to the primary functions and collective bargaining agreement may be assigned.

QUALIFICATIONS

Education and Experience:

Education:

- Possesses a valid California Teaching Credential
- Certifications in specific educational related technologies (preferred)

Experience:

- At least five (5) years of teaching experience
- Two (2) years of hands on training in computer use (preferred)
- Developing and/or facilitating professional development (preferred)

Licenses, Certificates and Other Requirements:

- Valid CA Drivers License
- Maintain Auto Insurance

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- California Content Standards and Frameworks, including computer science and ISTE standards
- PJUSD adopted curriculum at the elementary and secondary level, TK-12th.
- Research and principles of effective instructional coaching and the design and delivery of professional development.
- Research-based instructional best practices/activities/strategies pertinent to assigned areas of specialty.
- The development of an elementary/secondary classroom program to support the goals of the District.
- Principles, practices, procedures, rules, codes, regulations, techniques, and strategies of the District and assigned areas of focus.
- Commonly used education technology such as learning management systems, educational services, and educational related tools (i.e. interactive whiteboards).

- Learning theories and how technology can be used to support instructional design, assessment, differentiated instruction, etc.
- Applicable sections of the State Education Code and other applicable laws.
- Current trends and research concerning educational technology.

Skills and Abilities to:

- Speak, read, and write in English fluently at a professional level.
- Write reports and business correspondences.
- Maintain positive relations with teachers, administrators, and other educational partners in oral and written communication.
- Read, analyze and interpret assessment data, professional periodicals, professional journals, technical procedures, or governmental regulations/codes/policies.
- Effectively present information and respond to questions from teachers, students, families and the general public as necessary in a professional setting.
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Operate a computer, including word processing, data management software, student information systems, and online virtual platforms.
- Learn various computer operations and software required for the position.
- Apply knowledge of current research and theory in area of specialty.
- Accomplish assigned tasks in a collaborative manner.
- Work with minimal supervision.
- Apply interpersonal skills using tact, patience and courtesy.
- Analyze situations and plan corrective actions.
- Adapt to changes in daily responsibilities.
- Maintain accurate records and reports.
- Read, interpret, and apply rules and procedures.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed