



Fremont Union High School District

Position: Site Innovation Coach

Department/Site:	FUHSD	Reports to/ Evaluated by: Chief Technology Officer
Compensation:	.2 FTE Release, salary based on current placement for salary schedule	

Summary of Basic Functions & Responsibilities

Working with the Chief Technology Officer and the District Innovation Lead, the Site Innovation Coaches will help build *essential* Schoology capacity for all teachers by offering differentiated whole staff professional development (PD) to meet staff where they are. The Site Coaches will also offer self-directed learning opportunities (i.e. videos/documents with step by step instructions). The Coaches will also provide more learning around *advanced* Schoology usage by offering more opt-in learning opportunities (i.e. prep period PD) and working closely with PLCs to provide learning that is relevant to their specific needs. The Site Coaches will model how to apply district teaching practices in Schoology such as with equitable grading and higher leverage feedback. Coaches will facilitate site-based teams to grow expertise and experience amongst teachers and administrators by meeting regularly with the admin and teacher PD team, conducting as-needed training and support, and communicating with the District team about successes and challenges.

Essential Duties & Responsibilities

- Serve as a “point person” at the site by fielding emails from staff for troubleshooting, as well as long-term problem solving, and connect these teachers with the IC team.
- Help the IC team coordinate with site admin, LMT, data tech, and tech team
- Attend IC collaboration during release period (either in person or via Zoom depending on availability) to:
 - Receive updates on what is going on with Schoology district-wide and share site-specific updates
 - Offer feedback on future IC team initiatives & I.D. more effective ways to disseminate information. to staff
 - Learn more about Schoology (and other technology platforms) alongside the IC team

Site Innovation Coach Job Description

Approved by FUHSD School Board on 03-24-2026

- Help gather data (including running tests) on the systems
- Present PD at the site independently and/or alongside the IC team

Qualifications

- General proficiency with Schoology, Infinite Campus, Outlook, Zoom, Google, and Artificial Intelligence tools.

Personal Characteristics:

- **Proactive** - identify and plan ahead instead of waiting for things to go wrong
- **Personable** - must be able to forge relationships with staff in different departments and build trust
- **Flexible** - must be able to adapt as team goals evolve to suit the needs of staff and the district as a whole
- **Patient** - must be able to provide appropriate support to all types of learners
- **Communicative** - must respond to emails from staff/colleagues in a timely manner
- **Data driven** - must be willing to gather data both about the platform and from staff to inform initiatives
- **Inquisitive/Willing to Learn** - must be willing to learn about Schoology and other technology alongside the team
- **Organized** - must be able to juggle concurrent Schoology initiatives (i.e. development of PD, outreach to teachers, coordination with the team, etc.) with teaching load

Education, Licenses & Certificates:

- Current FUHSD Staff Member

Working Conditions:

- Ability to adapt and be flexible to the ongoing activities of a school campus that includes interactions with site and district office staff

Physical Abilities:

- Must be able to function indoors in a school environment that alternates between standing, sitting, and walking