



JOB DESCRIPTION – Technology Coach / Data Scientist

JOB GOAL:

To improve student outcomes by coaching and collaborating with school staff on the effective integration of technology into teaching and learning. Assist school staff in disaggregating and utilizing data to make actionable plans to close achievement gaps.

QUALIFICATIONS:

1. Valid Florida Educator’s Certificate in any subject area
2. Bachelor’s Degree or higher
3. Five (5) years of successful K-12 teaching experience with three (3) of those years emphasizing the integration of technology into the curriculum.
4. Evidence of experience in the integration of technology into the curriculum and experience in delivering training to adults and/or teachers.
5. Experience in using multiple data sources to inform instruction.
6. Experience in creating actionable instructional plans based on progress monitoring data.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of child development and especially of characteristics of children in the age group assigned.
2. Knowledge of prescribed curriculum.
3. Knowledge of current educational research.
4. Basic understanding and knowledge regarding use of current technology.
5. Knowledge of learning modalities and skill in using varied instructional methods to address student learning needs.
6. Skill in oral and written communication with students, parents, and others.
7. Ability to plan and implement activities/tasks for maximum effectiveness.
8. Ability to effectively assess levels of student achievement, analyze test results, and prescribe next steps for improvement.
9. Ability to maintain appropriate student supervision to ensure students have a safe and orderly environment in which to learn.
10. Ability to work effectively and collaborate with peers, administrators, and others.

REPORTS TO:

Director of Instruction

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with school-level instructional and administrative staff for strategies for effectively integrating technology into the curriculum.
2. Uses the Technology Integration Matrix to identify technology integration competencies among instructional staff and, in collaboration with school administrators uses the results to deliver appropriate coaching, training, and resources to support the growth of teachers.
3. Demonstrates appropriate use of instructional technology and other educational tools to enhance and extend instruction.
4. Facilitates and/or provides professional development related to instructional technology needed to support the utilization of instructional technology to enhance student learning.
5. Works with administrators and teachers to affect horizontal and vertical continuity and articulation of the instructional technology program throughout each school and district.
6. Observes teachers in their classrooms and offers insights for the enhancement of instructional technology teaching-learning situations.
7. Demonstrates appropriate use of instructional technology and other educational tools to enhance and extend instruction.
8. Provides coaching to teachers in the use of instructional technology related to student achievement for the purpose of maximizing usage of current instructional technology.
9. Provides direct support to principals & school leadership teams by extracting needed data.
10. Assists district/school level teams to develop actionable plans based on data informed decisions at the school, classroom, and individual student level.
11. Imports data from existing data systems create data visualizations that will allow teams to better understand results.
12. Provides professional development to school staff on using data to inform instruction.
13. Identifies prescriptive professional development to meet the needs of teachers based on classroom walkthrough, formal and informal evaluation data.
14. Collaborates with staff to utilize student progress monitoring data to identify students with significant academic needs and identify appropriate instructional interventions.
15. Works with teachers to review the data of students receiving intensive interventions to determine if students are responding in a positive manner.
16. Schedules, communicates, prepares, and facilitates data chats three times per year.
17. Collaborate with the FLDOE to ensure that the District meets all priorities set by the state to include improving literacy, implementing standards, and closing achievement gaps.
18. Attends all required trainings from the Florida Department of Education.

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed
2. Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.

5. Is familiar with and incorporates the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed to move objects.
2. Maybe medium or heavy work depending on the particular assignment.
3. Sit, stand and walk for required periods of time.
4. Reach/handle objects

ENVIRONMENTAL DEMANDS:

1. Exposure to a variety of childhood and adult illnesses.
2. Occasional exposure to a variety of weather conditions, including wet and/or humid ones; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to buildings in which a variety of chemicals are used for cleaning, instruction and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month position

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel in compliance with the negotiated Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein. However, terms, wages, and conditions of employment shall be consistent with the approved Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: 7/12/21