



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Instructional Technology Coach	Location:	Student Achievement
Reports To:	Director of Student Achievement	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	10 months	Salary:	see lhusd.org website

Qualifications

- Valid appropriate Arizona Teacher Certificate
- Master's Degree in Instructional/Educational Technology preferred.
- National Board Certification preferred.
- Five years successful experience as a classroom teacher
- Evidence of comprehensive knowledge of effective technology use in schools and ability to coach adults.

Skills Needed

- Deep knowledge of PK-12 instruction and skillful application of research-based strategies to provide access to content for all students.
- Experience in assessing skills and knowledge, using a variety of formal and informal assessment tools, and using data for instructional decision-making.
- Interpersonal, problem solving, and organizational skills required to facilitate coaching and staff development effectively.
- Ability to design (individually and in collaboration with others) high-quality professional development for teachers/school staff.
- Experience in planning, implementing, and reflecting on school improvement initiatives in order to increase student achievement.
- Ability to support educators at all phases of their careers from novice to veteran through targeted interventions.
- Knowledge and skills in incorporating effective technology to accelerate teaching and learning.



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Function

- The Instructional Technologist serves as the professional development specialist focused on technology use and integration. Provides day-to-day support to staff members regarding technology implementation. Provides individual and group instruction in software systems to teachers, staff, and administrators. Ensures efficient and effective access to information and related technology to all campus and related departments.
- Work as part of the Educational Services team to enhance instructional practices throughout the district.
- Work as part of the Educational Services team to raise the level of the student academic achievement throughout the district.
- Lead, support, and monitor digital learning initiatives K-12
- Develop and maintain technology integrating the district's learning management software.
- Assist in designing, developing, coordinating, and furthering instructional technology and instructional technology projects throughout the district.
- Research and recommend technology aligned to district goals.
- Assist in evaluating technology implementation effectiveness and provide recommendations for improvement.
- Facilitate staff participation in the evaluation and selections of new software, hardware, and materials to support instructional objectives.
- Support school leaders with accessing, disaggregating, and managing the software tools in place to understand the data points significant to school improvement.
- Work cooperatively with district office personnel, campus administration, school staff, and the technology team
- Provide routine maintenance and upgrades to educational software packages, including necessary contact with technical support and in-house technology staff.
- Design and model effective technology practices for staff, teachers, and leaders
- Establish trust and rapport to maintain a constructive interaction with all individuals/groups.
- Facilitate the integration of instructional skills, assessment, curriculum, and technology in the classroom.
- Provide professional development to support school and district goals.
- Monitor instructional effectiveness and student progress of implemented technology programs.
- Participate in continuous professional development to enhance the capacity to support student achievement.
- Make ongoing classroom and site visitations as appropriate and necessary to assist staff with technology implementation.
- Serve in a mentoring/assistive role to teachers with evaluation responsibilities (not to include caseload mentees)
- Lead teacher induction initiatives
- Prepare for and host teacher induction and professional development (requires after school and summer commitment)

Responsibilities and Requirements

STAFF PERSONNEL

- **MEETINGS.** Attend staff meetings and district in-service programs.
- **COMMITTEES.** Serve on committees as requested.
- **SCHOOL ACTIVITIES.** Be responsible for discharging instructional and non-instructional school-related activities.
- **TEAM MEMBER.** Be responsible for self-involvement as a contributing member and involving group decision-making and the development of a positive, cooperative building environment.

STUDENT PERSONNEL

- **HEALTH AND WELFARE.** Identify and refer unusual student behavior to appropriate specialists, report to the nurse any injury or illness to a student or self.

OPERATIONS

- **POLICIES, REGULATIONS.** Know and observe Board policies and regulations.
- **BOOKS, SUPPLIES.** Account for school and district property as required.
- **PHYSICAL PLANT.** Advise administration immediately of needed repairs, replacements and/or unsafe building conditions.
- **EMERGENCY PROCEDURES.** Follow school regulations regarding emergency procedures.
- **ATTENDANCE.** Report to work at times assigned and remain on through time prescribed in district policy.



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FINANCE/BUSINESS MANAGEMENT

- **RECOMMENDATIONS.** Responsible for submitting and justifying recommendations to building principal or designee.

SCHOOL/COMMUNITY RELATIONS

- **INTERPRETATION.** Interpret school policies and programs to students and parents.

OTHER

- **HEALTH.** Responsible for performing those duties which protect the health and safety of students and employees.
- **OTHER DUTIES.** Responsible for performing other job-related duties as assigned.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be misconstrued as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.