

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Technology Integration Coach Position Description

LOCATION: Various Schools

JOB CATEGORY: Professional

PAY GRADE: Grade 1-5

FSLA: Exempt

IMMEDIATE SUPERVISOR: Director of Technology

GENERAL DEFINITION AND CONDITIONS OF WORK

The goal of the Technology Integration Coach program is to provide effective support for curriculum and technology integration. The main challenge is to provide adequate training and support to bring teachers—at every point of the continuum, from technophobia to technomania—to an adequate level of technical expertise to meet learning goals.” (VA Guidelines for ITRT’s, page 11,

<https://www.doe.virginia.gov/home/>

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ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Working collaboratively with individual teachers or groups of teachers to integrate technology into instruction
- Assisting with curriculum and content development
- Disseminating information regarding technology resources, emerging technologies, best practices using technology, and professional development opportunities
- Facilitating or conducting technology-related professional development for school staff
- Assessing levels of teacher and student technology use and skills
- Modeling effective instructional strategies using technology
- Serving as a member of the school technology committee
- Supporting implementation of the division and state technology plan
- Researching use of newer technologies in instruction
- Using data to design technology-based instructional strategies
- Recommending hardware, software, and related resources
- Identifying trends in software, curriculum, teaching strategies, and other educational

areas

- Creating learning resources for teachers, staff, and students
- Serving as a strong advocate for technology integration
- Participating in software selection and use
- Troubleshooting: According to the VA ITRT Guidelines ITRT's are only supposed to troubleshoot when a minor problem is hindering a lesson in which they are involved.
- Setting up, scheduling, administering, and proctoring for testing.
- Printing out grades and report cards.

KNOWLEDGE, SKILLS AND ABILITIES

Strong Time management skills; Self-directed (an ability to work independently without direction for everyday duties and tasks and keep within the scope of the TC job description). Excellent communicator; Ability to collaborate with teachers in a supportive and coaching role; Willingness to continually learn; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, administration, and parents.

EDUCATION AND EXPERIENCE

Candidate must be a graduate of an accredited college or university and possess or be eligible to acquire appropriate license(s) and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board. Candidates must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, staff, administrators, and parents.

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment

and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with staff members, administration, and parents is required.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by the Director of Technology.