

Subject: Focused Instructional Coach (Blended Learning & Digital Media)

Reports To:

MANAGER OF INSTRUCTIONAL TECHNOLOGY & DIGITAL LEARNING

ACCOUNTABILITY OBJECTIVE:

The Focused Instructional Technology Coach (Blended Learning and Digital Media) works in schools providing instructional and assessment technological support to teachers across all curricula areas. The coach is accountable for assisting staff with technology integration and blended learning. The FIC collaborates with instructional staff, site administration and leadership teams to promote student achievement by identifying current, research-based instructional technology and assessment strategies, modeling lessons to classroom teachers, providing constructive feedback and assisting teachers with the implementation of technology in the curriculum. Using student achievement data, the Focused Instructional Coach will identify professional development needs and plan, present, and evaluate staff development activities. The specialist is responsible for creating educational content and expanding student, family, and community engagement through television, digital, and social media channels.

PRINCIPAL RESPONSIBILITIES:

1. Provides job embedded professional development focused on the implementation blended learning in the classroom.
2. Responsible for collaboration with and assistance to teachers including co-planning, modeling lessons that use blended learning, supporting teachers in using technology, creating and facilitating in person, online, and blended workshops.
3. Plans, schedules, and conducts site professional development aligned with the district and site goals outlined in the School Accountability Plan and connected to solid, rigorous core instruction that integrates technology into the curriculum.
4. Responsible for working in schools providing instructional, blended, and digital learning support to administrators and teachers across all curricula areas.
5. Responsible for working closely with the other technology FICs, liaisons, teachers, and schools to generate, edit, publish, and share original educational multimedia content for the purpose of supporting teaching and learning, expanding student, family, and community engagement, school and district initiatives, and increasing competencies around digital literacy on various platforms including: learning management systems, blended learning platforms, television (Channel 11), district website, and social media channels.
6. Performs other job-related duties as assigned.
7. Responsible for assuring equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, gender identity, natural origin, sexual orientation, homelessness, or disability.

ABILITY TO:

1. Build effective teams

2. Establish and maintain cooperative and effective working relationships with others.
3. Effectively organize professional development activities.
4. Communicate clearly in oral and written form with confidentiality.
5. Prepare and deliver oral presentations.
6. Analyze data accurately and adopt an effective course of action.
7. Utilize technology to analyze student data and prepare applicable statistical reports.
8. Utilize assessment and evaluation techniques, strategies, and procedures.
9. Meet schedules and timelines.
10. Work independently
11. Plan and organize work

REQUIRED QUALIFICATIONS:

1. A minimum of five (5) years successful teaching experience in a K-12 classroom.
2. Instructional Technology License (MA)
3. Master's Degree
4. Demonstrated knowledge and experience of integrating technology into the curriculum, teaching in a blended classroom, and experience with curriculum and program development.
5. Demonstrated experience in providing professional development for teachers around technology integration.
6. Demonstrated successful experience in working with adults and understanding of adult learning theory.
7. Demonstrated knowledge, experience, and engagement in providing leadership around improvement and change management.
8. Demonstrated knowledge and experience with current pedagogy as it relates to the school's evidence-based best practices in support of the school focus.
9. Demonstrated ability to work collaboratively in a team setting with other adults.
10. Highly detailed, confidential, and responsible
11. Excellent interpersonal skills that encourage team partnership, promote enthusiasm and foster strategic thinking
12. Ability to work within tight deadlines, adjust to changes in priorities, and balance short term needs with long term strategic initiatives

13. Excellent writing, editing and verbal communication skills, sound editorial judgment

14. Reliable transportation

Preferred Qualifications:

1. Experience as an innovative and digital teacher leader or technology instructional coach
2. Teaching experience in multiple grade levels
3. Graphic Design, Multimedia & Video Editing Skills
4. Google Level 1, Level 2, and Trainer Certifications or ability to achieve within 1 year
5. Familiarity with urban education issues
6. Ability to speak Spanish, Portuguese, Arabic, Vietnamese, Albanian, or Twi
7. Demonstrated experience with second language acquisition

Salary: Teacher's salary plus Instructional Coach stipend (\$2,758). This stipend includes

Work Year: Teachers' schedule plus two days in August as well as preparation for before and after school professional development as needed by the supervisor.