

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION: Technology Resource Coach

IMMEDIATE SUPERVISOR: Director of Technology

FLSA STATUS: Exempt

- Minimum Qualifications:**
- West Virginia teaching certificate
 - Minimum of five (5) years of successful classroom teaching experience
 - Experience in supporting technology school-wide or district-wide in classrooms, computer labs, and offices, as well as experience in integrating technology in the classroom.
 - Expertise in specific technologies used in Jefferson County Schools
 - Physical ability to assist in setup and troubleshooting of computer systems.
 - Experience in conducting professional development in educational technology.
 - Experience in the implementation of technology in the WVDE approved curriculum.

Salary: Based on 2018-2019 teacher salary scale.
Employment Term: 220 days (to be determined July 1 -June 30)

- Preferred Qualification:**
- Experience in conducting staff development in educational technology
 - WVDE TIS Certification
 - A+ Certification
 - Intel Certification
 - Smart Certification
 - Ability to articulate data trends in educational technology.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Ability to use technology effectively.
- Ability to follow complex oral and written directions.
- Knowledge and application of correct English usage, spelling, and punctuation.
- Knowledge of basic arithmetic procedures.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and service staff, students, parents, and community.
- Experience and expertise in the creation, maintenance, and use of technology-based teaching and learning resources.
- Experience with a variety of software and Internet-based educational resources.
- Microsoft Office (365) Suite.

- Ability to assess problems related to networks, servers, workstations and peripherals in classrooms, labs and school offices. Refers more serious problems to the appropriate JCS technology staff.

DUTIES

- Mentor teachers and staff, grades K-12, with the integration of technology in the classroom; provides in-service to groups of teachers/staff as well as individualized assistance as requested.
- Coach teachers and staff to improve student performance through technology in the WVDE approved curriculum.
- Mentor individual teachers to facilitate increased understanding of technology and its use in the classroom.
- Provides technology professional development opportunities throughout the school year for teachers and staff to use technology in an effective manner.
- Meet with school principal to facilitate the use of technology.
- Collaborate with school improvement specialist as needed.
- Attend Curricular C&I meetings that pertain to technology in the curriculum.
- Keeps informed on the latest technologies, practices, and programs in the computer field.
- Coordinates (and assists if necessary) the setup of technology in the classroom to facilitate the use of technology in lesson delivery.
- Provides classroom modeling to teachers in the appropriate use of technology in classrooms and/or computer labs.
- Any other duties as assigned.
- Participates in professional development activities including those that occur over the summer months.

PHYSICAL REQUIREMENTS

- Valid driver's license. Must be able to provide own transportation to schools throughout the division.
- Ability to lift and move computer terminals and peripheral equipment.
- Requires the ability to perform the duties contained this job description.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

