



HOLMDEL TOWNSHIP PUBLIC SCHOOL

JOB DESCRIPTION:

TECHNOLOGY COACH

QUALIFICATIONS:

1. Holds valid New Jersey teaching certificate, certificate of eligibility with advanced standing, or alternate route certification in accordance with state law and regulation.
2. Has demonstrated successful experience in implementing technology curriculum which enhanced student academic achievement.
3. A minimum of 5 years of successful full-time experience as a classroom teacher preferred.
4. Experience facilitating professional development for teachers or other adults in the integration of technology for instruction, management, and productivity.
5. Exhibits skills related to information technology for children and adolescents.
6. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
7. Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status.
8. Such alternatives as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Technology, Engineering & Media Centers and/or Principal

JOB GOAL: Technology Coach will assist peers in identifying ways that technology can strengthen classroom curriculum and enhance their students' academic achievement. They will also help their colleagues develop the necessary technology skills and instructional strategies needed to integrate technology into teaching and learning. The Technology Coach will use the ISTE Standards for Coaches and the ISTE Standards for Students in order to best assist and model technology integration throughout the district at all levels and in every content area.

1. PERFORMANCE RESPONSIBILITIES:

- a. Develops and implements a diagnostic process to identify curriculum needs to develop appropriate grade level skills in technology.
- b. Provide positive feedback and assist in the implementation of programs designed to encourage the use of innovative technology practices based on ISTE standards to promote reflection and growth in teachers use of technology in the classroom.
- c. Assist teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.
- d. Create and support effective digital age learning environments to maximize the learning of all students.

- e. Model, teach, and promote digital citizenship.
- f. Assist writing technology into all curricula where and when appropriate.
- g. Develops and maintains records and reports as are necessary to the assessment of the technology program's effectiveness.
- h. Conducts in-service workshops and demonstrations with regard to methods and materials appropriate to various levels of technology instruction.
- i. Provide regular support to the classroom teacher with demonstration lessons, co-teaching and peer observation.
- j. Models technology instruction in classrooms using whole class, co-teaching, small group models.
- k. Assists in developing recommendations for the adoption and use of varied instructional technology tools.
- l. Consults with members of the Child Study and Intervention Teams , to support identified students with technology use, as needed.
- m. Interprets, as appropriate, test results and statistical data concerning technology to the administration, staff, and public.
- n. Assumes other appropriate professional responsibilities as delegated by the Supervisor of Technology, Engineering & Media Centers and/or Principal.

2. Student Management

- a. Support a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- b. Implements all relevant policies and rules governing student life and conduct.
- c. Support reasonable rules of classroom behavior in accordance with district policy and guidelines, and maintains order in the classroom in a fair and just manner.

3. Professional Development

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines.
- b. Attends staff meetings as required.
- c. Serves on staff committees on a voluntary basis.

4. School/Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians when necessary.
- b. Cooperates and shares professionally with members of the administration and other staff.
- c. Maintains confidentiality about students in accordance with state and federal law as well as district policy.
- d. Attends parent communication activities (i.e., Back to School Night, conferences) as designated in the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.
- e. Communicates with and assists teachers regarding objectives devised for students and the materials being used to accomplish those objectives in their classrooms.

5. Other Assigned Duties

- a. Performs all other tasks and assumes such other duties as designated by the Supervisor of Technology, Engineering & Media Centers and/or Principal.

TERMS OF EMPLOYMENT: Ten month year. Salary established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of the position will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: May 25, 2011

DATE: May 30, 2018