

Position Title: Educational Technology Coach

The purpose of the Educational Technology Coach is to interface with teachers and facilitate the integration of technology into teaching and learning by developing and conducting training on application software products; maintaining training facility resources and equipment; providing input and recommendations regarding software purchases; provide input into school and district technology plans; and provide input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

Minimum Qualifications:

- Bachelor's degree or higher (Master's preferred) and a valid Florida teaching certificate
- Minimum of four years classroom teaching experience
- Experience providing technical training in group and individualized sessions
- An in-depth knowledge of instructional technologies, instructional delivery, curriculum development, and data analysis
- Highly skilled in the use of Microsoft Office applications including Word, Excel, PowerPoint, Access, Publisher, Windows 7
- Intermediate to advanced skill in the use of Learning Management Systems, in particular Edgenuity, Lightspeed's My Big Campus, and Performance Matters
- Intermediate to advanced skill in using web and media based technologies for education such as but not limited to Flash Professional, Camtasia, GoogleDocs, Adobe Creative Suite, and HTML
- Curiosity about and commitment to learning cutting edge technologies for support of education online
- Ability to work with and train in both a PC and Macintosh environment
- Knowledge of instructional design principles
- Knowledge of online course development standards and procedures
- Knowledge of educational applications of social media
- Excellent oral and written communication skills
- Excellent presentation skills
- Positive attitude

Reports to:

Director of Teaching and Learning

Contract:

10 Month or 11 Month Certified Employee

Evaluation:

The district approved Teacher Evaluation Program shall be used to evaluate the Educational Technology Coach. The Educational Technology Coach shall perform the dimensions designated by Lafayette School District and listed under the Performance Areas of the evaluation instrument.

Duties and Responsibilities:

- Provides training for teachers and principals in the use of technology so that technology and technology applications are effectively used in the classroom to improve teaching and learning in the curricula and core academic subjects in which the teachers teach
- Provides training for teachers and principals in developing computerized solutions to provide students with the opportunity to meet challenging state academic content standards and student academic achievement standards
- Provides training to teachers and principals on instructional software applications for the purpose of providing up-to-date resources for students to meet challenging state academic content standards and student academic achievement standards
- Provides training for faculty and staff on emerging technologies, applications, and software for the purpose of improving work efficiency and effectiveness
- Facilitates on-line assessments including certification of computers to be used during testing and providing technology support during computer based testing

- Prepares documentation (e.g. reports, instructions, memos, etc.) for the purpose of providing written support and/or conveying information
- Assists with district's web presence by providing training and oversight of the district and individual school websites to ensure the district website is compliant with state and federal regulations.
- Recommends computer hardware and software application acquisitions for the purpose of assisting with the design and implementation of the district master plan for instruction and technology
- Assists with basic troubleshooting and repair of software/hardware issues
- Responsible for reports, surveys, audits, etc. needed to satisfy state and/or federal requirements
- Researches grant opportunities associated with technology and applies for district approved grants which support the district master plan for instruction and technology
- Communicates with the Network Manager the needs of the teachers, where technology is concerned
- Works with the Network Manager to ensure software/hardware, considered for purchasing, will work effectively within the district's infrastructure
- Adheres to the Code of Ethics for Educators in Florida
- Supports the mission and vision of the District
- Other duties and assignments necessary to provide support to the district's master plan for instruction and technology.