

TSA - Digital Coach

Purpose Statement

The job of TSA - Digital Coach is done for the purpose/s of providing instructional materials, staff development, and teaching and learning resources in order to facilitate the use of technology in the classroom.

This job is distinguished from similar jobs by the following characteristics: • Placement in this position will be reviewed annually and is at the discretion of the Superintendent or their designee. The additional days associated with this position are an extension of the basic teacher contract and are subject to change as circumstances may dictate.

This job reports to the Coordinator - Technical Services

Essential Functions

- Communicates with school and district personnel, parents, and community for the purpose of sharing information about the technology programs at their disposal.
- Investigates and disseminates information on best practices for technology integration, sources of information on trends, research and applications related to technology for the purpose of ensuring proper use in school programs.
- Maintains professional competence by review of appropriate literature and participation in appropriate organizations for the purpose of keeping up with technology trends and effective instructional practices.
- Maintains current knowledge of technology and instructional practices for the purpose of providing up-to-date resources for classroom use.
- Meets regularly with assigned school principals and teachers for the purpose of assessing school needs, providing professional development, and communicating information related to educational technology.
- Models effective integration of technology and teaching in professional development, coaching, and co-teaching settings for the purpose of providing a model for others to follow.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Provides professional learning opportunities for teachers in the use of current technology for the purpose of meeting curriculum goals.
- Provides input in the development of district-wide and building level programs for the purpose of enabling students to use technology as learning tools.
- Supports the use of technology in classrooms and other school locations for the purpose of ensuring the effective and efficient use of technology in classrooms.
- Supports and troubleshoots district supported learning management systems for the purpose of improving work efficiency and effectiveness of the software.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; Proficiency in G-Suite for education Core Apps; preparing and maintaining accurate records; planning and managing projects; The ability to write clear and concise reports and plans; effective interpersonal skills to interact with individual and groups at all organizational levels; and instructional design skills; demonstrated competence in providing high-quality professional learning to teachers and/or other

school leaders; demonstrated ability to work effectively and cooperatively with individuals and groups at all levels of

District employment including administrative, certificated, and classified personnel.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: The ability to troubleshoot system application hardware and/or software; create multimedia and digital video presentations and promotions; policies, regulation d guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); educational and classroom management software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; ability to model best teaching practices and familiarity with the implementation of project/inquiry based learning, cooperative learning, and student centered instructional practices; meeting deadlines and schedules; and working as part of a team; An attitude of life-long learning and a willingness to try new teaching and learning methods and techniques.; have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Teaching Credential

Educational Technology Endorsement or
Equivalent Training

Proficiency in G-Suite for Education Core
Apps

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Exempt

Approval Date

1/15/2019

Salary Range