



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed – Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA - Instructional Technology Integration Coach

REPORTS TO: The Director of Technology & Assessment

JOB PURPOSE STATEMENTS: The primary focus will be to assist classroom teachers in integrating technology into the existing core curriculum to improve student achievement in reading, writing and math. Job duties include providing summer trainings and professional development throughout the year, development of technology vision for an elementary school, classroom coaching, modeling lessons, teacher mentoring, creating lesson plans that support Common Core and district adopted curriculum and collaborating with staff.

This position requires experience with the elementary Forward curriculum as well as experience teaching with electronic devices such as the iPad, Chromebooks, and Smart Boards.

The Instructional Technology-Integration Coach needs to have a strong background in coaching, leading professional learning, knowledge of Common Core State Standards and research-based instructional practices.

Essential Job Functions:

Instructional Coaching and Technology:

- **Coach** and consult with Pre-K through 12th grade teachers to support the integration of 1:1 technology into the existing curriculum.
- **Develop** and **conduct** professional development sessions to infuse technology into the core areas of academic curriculum.
- **Model** best instructional practices tied to Common Core State Standards and assist teachers during instruction.
- **Coordinate** and **lead** technology and curriculum trainings with administrators and teachers.
- **Develop** a vision and implementation plan to integrate technology with instruction to improve learning experiences and outcomes for all students.
- **Monitor** the use of integrated technology to ensure that resources and activities enhance rigorous academic content and support the district's mission.
- **Respond** to inquiries from staff concerning equipment, curriculum implementation, and technology integration.
- **Support** the integration of technology into instruction through co-teaching, modeling lessons, sharing of ideas, school-wide demonstrations, and assistance to staff members.
- **Investigate** and **disseminate** information on best practices for technology integration and sources of information on trends, research and applications related to technology.
- **Collaborate** with building principals in addressing building instructional needs, including training when needed regarding the integration of technology.
- **Serve** as a consultant to building administrators and staff.
- **Communicate** with parents and other community members to promote the vision of technology-rich teaching and learning.
- **Operate** a variety of technology in an instructional setting such as IOS/iPads, Chrome OS/Chromebooks, Smart Boards, projectors, etc.
- **Work** collaboratively with others maintaining relationships, instructional design skills; and problem solving.

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- **Collaborate** with building Computer Lab Assistants to maintain equipment and develop grade level appropriate lessons.
- **Maintain** and **manage** Ed Tech systems to ensure curriculum and digital programs are accessible to staff and students.
- **Facilitate** the district's Ed Tech team.

Other Job Functions:

- **Perform** other duties as assigned.

Job Requirements-Qualifications:

- **5 years of teaching experience**
- **Experience integrating technology into classroom instruction**
- ◆ **Experience Preferred:**
 - Experience mentoring/coaching teachers and administrators.
 - Prior job related experience in 1:1 classrooms.
- ◆ **Skills, Knowledge and/or Abilities Required:**

The Ability to effectively work with teachers and administrators through modeling lessons, classroom coaching and mentoring.

- Knowledge of information technology devices (IOS/iPads, Chrome OS/Chromebooks, Smart Boards, projectors, etc.) and basic computer operations.
- Ability to learn various computer operations required for management of student information and integration of online curriculum in classroom instruction.
- Knowledge of Common Core State Standards, technology integration, best practices of 1:1 integration, researched-based coaching strategies, state education code and district policies.
- Skills to successfully lead in-service activities and trainings for staff; communicate effectively with students, parents, and staff.
- *Self-directed* to organize, plan, meet deadlines, and initiate contacts and programs related to curriculum and instruction.
- Strong interpersonal and collaboration skills and able to create positive relationships with teachers and administrators.
- Demonstrated ability to function as a positive collaborative member of a team.
- Knowledge of RTI, CCSS, student discipline and classroom management.
- Deep knowledge of and experience in: student engagement, research based instructional practices, differentiated instruction, and assessment driven instruction that result in student achievement.
- Demonstrate ability to communicate in a professional manner both orally and in writing.
- Demonstrated strength in organization, communication skills and efficiency in meeting deadlines.
- Demonstrated interest and engagement in professional learning and reflection.

Essential Physical Requirements:

Ability to stand and walk for prolonged periods, perform a variety of specialized tasks and responsibilities, maintain records and documentation, facilitate virtual and in-person meetings, maintain records, establish and maintain cooperative working relationships with colleagues, parents, community members, manage working schedule and manage projects. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

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Attendance:

Will have regular attendance at work and work activities. Will be punctual in meeting deadlines, attending meetings, and following schedules.

Education Required: Bachelor's Degree. Master's Degree preferred

Licenses and/ or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred.

Bi-Lingual preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

David Douglas School District is an Equal Opportunity Employer