

# **Caldwell - West Caldwell Public Schools**

## **Job Description**

**Title: K-5 TECHNOLOGY INTEGRATOR & INSTRUCTIONAL COACH**

### **Job Summary**

The Technology Integrator & Instructional Coach will work with classroom teachers to support educator and student learning. Coaches will serve as part of a district Instructional Leadership Team to analyze multiple data sources, identify trends, and provide ongoing, differentiated professional learning to support teachers in identifying and reaching goals related to teaching and learning. The Technology Integrator & Instructional Coach will provide individual and group professional development that will expand and refine the understanding of research-based effective instruction. In order to fulfill these expectations, the Technology Integrator & Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers in support of school and district goals.

**REPORTS TO:** Director of Elementary Education

### **Job Functions:**

- Facilitate the intellectual and professional development of teachers through coaching and professional development.
- Lead and provide input and feedback on instructional technology programming K-5 and curriculum, including topics such as scheduling, professional learning and curriculum development.
- Plan and lead professional learning in support of district and school goals.
- Lead selection, procurement, and management of instructional technology materials, software, and online subscriptions in accordance with budget policies, district goals and culturally responsive practice.
- Ensure alignment of curriculum with instructional technology practices as described in Technology and Design Thinking Standards for students and teachers.
- Lead technology training as part of collaborative school district staff development initiatives and supports the Technology and Design Thinking Standards for teachers and students.
- Collaborate with district and school based staff to develop and implement technology enhanced curriculum.
- Provide leadership in developing and implementing technology plans and serve on the district and building technology committee(s).
- Perform such other tasks and assume such other responsibilities as assigned by district administration.

**Requirements:**

- Demonstrates a [growth mindset](#) about student learning and teacher development;
- Record of exceptional professionalism and collaborative communication with all stakeholders;
- Minimum of 3 years of teaching experience or other instructional leadership experience deemed equivalent;
- Ability to create and maintain positive relationships with teachers and administrators;
- Demonstrate knowledge of the process and strategies used in implementing instructional technology plans;
- Demonstrate knowledge of new computer, video, communication, web based technologies, curriculum design, and working knowledge of instructional design and assessments;
- Demonstrate comprehensive knowledge of Google Workspace for Education Fundamentals;
- Demonstrate the ability to effectively educate/mentor technology users;
- Demonstrate the ability to quickly acquire new knowledge regarding technology;
- Demonstrate ability to design and deliver technology enhanced instruction.

**Length of Contract and Compensation**

- 10 months
- Compensation for regular salary and additional work as outlined in CWCEA contract

Board Approved: May 9, 2022