

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Technology Instructional Coach
Department:	Assistant Superintendent of Teaching & Learning
Reports to:	Assistant Superintendent of Teaching & Learning
Supervises:	n/a

Description of job:

Provide training, integration and support for technology initiatives in the North Kingstown School Department.

ESSENTIAL FUNCTIONS:

1. Serve as a resource person for all staff members in areas of administrative and instructional uses of technology.
2. Willing to learn and use software packages used most extensively in the district to support instruction, communication, and collaboration.
3. Assist the classroom teachers in using technology to more effectively attain the learning goals that have been established for their students, especially the support of the Common Core State Standards.
3. Facilitate trainings and workshops pertaining to technology initiatives in the district.
4. Work with the Assistant Superintendent to develop and present in-service workshops and training to district staff.
5. Work with the administrators and lead technology teachers in each building.
6. Train library/media specialists in the use of technology tools and resources.
7. Participate in the district technology committee.
8. Meet regularly with the faculty and administrators to determine areas of need and monitor progress.
9. Provide basic technology troubleshooting and support as it impacts instruction, communication, and collaboration.
10. Operate and demonstrate the operation of all technological hardware and software available to all district staff including web 2.0 tools.
11. Work cooperatively with school staff to support the NKSD network.
12. Perform any other duties related to this work that may be assigned by the Assistant Superintendent of Teaching and Learning.

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Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None:	Manual: Own vehicle		Automatic: Own vehicle	

Work Environment			
Floor Surface:	Carpet and/or tile		
Inside:	Up to 100%	Outside:	
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 20 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing			X		
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				

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Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping			X		
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties competently. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Advanced degree, training or coursework in educational technology preferable or evidence of skills (such as a portfolio or training materials).

Demonstrated ability to work at all school levels in the district.

License/Certificate/Certification:

Valid Rhode Island teacher certification.

Technological and/or Technical Skills:

Proficiency in web 2.0 tools, websites, social networking, blogging, online resources, blended learning, flipped instruction, etc. Proficiency in digital tools that deliver instruction, diagnose student learning, increase engagement, support collaboration, and foster independent practice

Experience and knowledge of educational technology and its application in a public school district. Demonstrated effective use of software and devices in the classroom. Demonstrated technology training experience in an educational setting. Demonstrated ability to create supplementary directions and training materials. Knowledge of the major state and district initiatives.

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Communication Skills:

Ability to communicate effectively with all district staff in individual and group situations.

Planning Skills:

Ability to effectively collaborate with all district staff, analyze needs, and determine appropriate programs for classroom situations.

Interpersonal and Problem solving skills:

Ability to interface with staff in a pleasing manner. Ability to effectively handle complaints and issues utilizing a personable problem solving approach.

Terms of Employment:

Per NEA NK contract. Position re-posted every 2 years.

Evaluation:

Per NEA NK contract.

Date: 1/2016