



Job Title: Instructional Coach 1:1

Exemption Status/Test: Exempt

Reports to: Campus Principal and

Date Revised: December 2021

Coordinator of Technology Digital Learning

Dept./School: Teaching and Learning Development

Primary Purpose:

Collaborate with campus leadership and teachers to develop appropriate and innovative learning experiences for students to foster digital citizenship, skills, and community. Provide training to staff to facilitate the effective use of technology in instructional programs at the campus level. Collaborate with the Instructional Technology Department to develop coaching strategies and design-focused skill implementation at the campus level.

Qualifications:

Education/Certification:

- Bachelor's Degree
- Valid Texas Teaching Certificate
- Master's Degree Preferred

Experience:

- Minimum of five (5) years teaching experience at the secondary level
- Campus and district-level leadership preferred

Special Knowledge/Skills/Abilities:

- Ability to mentor and coach classroom teachers during the planning and implementation of technology-integrated instruction
- Ability to evaluate implementation of the 1:1 program; provide coaching to classroom teachers for the purpose of improving digital instructional practices, classroom engagement and overall student achievement
- Ability to design and facilitate digital learning opportunities for adult and students
- Knowledge of curriculum, effective application of 21st century skills, and digital tools
- Strong organizational, communication, and interpersonal skills
- Ability to diagnose the needs of teachers and align appropriate support
- Knowledge of current educational research in the use of technology to enhance instruction, learning styles, alignment of standards with learning activities, instructional strategies and student engagement; model instruction, when necessary

Major Responsibilities and Duties:

Program Management

1. Share effective instructional and technical strategies with teachers for the seamless use of digital tools in instruction based on the GISD curriculum and the ISTE standards for digital competencies.
2. Provide campus- and district-level staff development, coaching, and job-embedded support on technology including effective strategies of 21st-century learning.
3. Work collaboratively with campus technicians to support teachers with device troubleshooting.
4. Build the capacity of teacher leaders to lead high-quality grade-level collaboration focused on instructional design, student engagement, and digital learning.
5. Assess campus acquisition of skills using a variety of evaluation procedures and support planning for improvements.
6. Assist principal(s) and campus committees with the planning of technology training, implementation of technology plans, and selection of technical equipment and software.
7. Attend biweekly meetings with the Digital Learning Team.
8. Collaborate with the Digital Learning Team on the implementation and enhancement of digital learning models in GISD.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computers and devices with peripherals, technologies for the adult and student classroom

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____