



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Digital Learning - Instructional Coach	Last Revised/Approved: June 2021
Job Code:	Reports To:
Office: Office of Communications & School Performance	Department: Technology

Compensation Information	
Pay Grade: 01	Pay Range: \$44,325 (start)
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Provides school leadership teams and teachers with pedagogical support to effectively leverage technology in the classroom. Challenges teachers and leaders to fulfill their vision, and advocates to improve student achievement by engaging students in the learning process and personalizing learning. Works to ensure that teachers have the opportunity to become proficient in leveraging technology in the classroom to access deeper learning through rigorous and relevant lessons. Models effective instructional strategies for the use of technology in teaching and learning, and facilitates online professional learning opportunities. Coordinates professional learning opportunities and resources for schools and school-based Instructional Technology Champions.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Collaborates with instructional technology staff and district leadership to develop and execute strategic plans that illustrate the effective integration of technology.
- Keeps school leadership and Regional teams abreast of progress.
- Leads and supports school-based and district staff in the integration of effective uses of digital technology through a consistent pattern of strategic outreach and informal support.

- Collaborates with teachers in composing effective technology-infused, content-based lessons, and supports teachers as they implement these lessons in their classrooms. Assists teachers to reflect upon and improve lessons.
- Promotes a strong learning culture among all staff.
- Provides assistance and training to instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups.
- Curates and creates digital help resources for educators, staff, and families.
- Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.
- Promotes and models instructional practices and the role of technology integration.
- Facilitates and implements adult learning strategies for professional learning opportunities for district staff.
- Nurtures and grows student opportunities for leadership in technology and STEM.
- Documents innovative learning strategies for ongoing assessment and publication purposes.
- Periodically collects data on levels of technology integration via classroom observations to inform professional learning supports.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Must have a bachelor's degree in education with an appropriate middle-school teaching license granted by the Wisconsin Department of Public Instruction.

Experience Requirements:

- Minimum of five years of successful teaching experience.
- Prior coaching experience is desired.
- Evidence of leadership and experience in providing professional development at the school level or beyond.
- Experience in the integration of technology to support student achievement.

Knowledge, Skills and Abilities:

- Excellent organizational, oral, written and interpersonal communication and presentation skills are essential.
- Demonstrates competence in culturally responsive teaching practices is required.
- Proficiency in collecting, analyzing and monitoring data to inform instructional decisions.
- Expertise in strategies for differentiating classroom instruction to meet the diverse learning needs of all students.
- Excellent teamwork skills are essential, as is a positive disposition.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Must have excellent planning and organizational skills.
- Demonstrates ability to establish relationships of trust and respect with colleagues.
- Demonstrates proficiency in use of Google tools (Docs, Drive, Sheets, Slides). Ability to obtain Google Certified Educator Level 1 certification within 1 month of hire. Interest in pursuing Google Certified Trainer certification within one year is desirable.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This is a teaching role with standard sitting, standing and lifting.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.