



HOLMDEL TOWNSHIP PUBLIC SCHOOL

JOB DESCRIPTION:

TECHNOLOGY COACH

QUALIFICATIONS:

1. Holds valid New Jersey teaching certificate, certificate of eligibility with advanced standing, or alternate route certification in accordance with state law and regulation.
2. Has demonstrated successful experience in implementing technology curriculum which enhanced student academic achievement.
3. Exhibits skills related to information technology for children and adolescents.
4. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
5. Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status.
6. Such alternatives as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designated administrator.

JOB GOAL: As coaches, these teachers will assist their peers in identifying ways that technology can strengthen classroom curriculum and enhance their students' academic achievement. They will also help their colleagues develop the necessary technology skills and instructional strategies needed to integrate technology into teaching and learning.

1. PERFORMANCE RESPONSIBILITIES:

- a. Develops and implements a diagnostic process to identify curriculum needs to develop appropriate grade level skills in technology.
- b. Develops and implements individual instructional programs for the identified students.
- c. Implements the individual intervention and support programs that will enable the identified students to develop the appropriate strategies for success in technology.
- d. Develops and implements a process for monitoring the progress of students.
- e. Interprets identified students needs and progress utilizing technology to the classroom teacher and the parent.
- f. Develops and maintains records and reports as are necessary to the assessment of the technology program's effectiveness.
- g. Conducts in-service workshops and demonstrations with regard to methods and materials appropriate to various levels of technology instruction.
- h. Provide regular support to the classroom teacher with demonstration lessons, co-teaching and peer observations.

- i. Models technology instruction in elementary classrooms, and, upon request of principals and/or teachers, helps develop strategies to improve instruction.
- j. Assists in developing recommendations for the adoption and use of varied instructional materials, including textbooks, reference works, kits, trade books, audiovisual/technological aids.
- k. Consults with members of the Child Study Team as needed.
- l. Interprets, as appropriate, test results and statistical data concerning technology to the administration, staff, and public.
- m. Assumes other appropriate professional responsibilities as delegated by the principal or designated administrator.

2. Student Management

- a. Support a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- b. Implements all relevant policies and rules governing student life and conduct.
- c. Support reasonable rules of classroom behavior in accordance with district policy and guidelines, and maintains order in the classroom in a fair and just manner.

3. Professional Development

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines.
- b. Attends staff meetings as required.
- c. Serves on staff committees on a voluntary basis.

4. School/Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians when necessary.
- b. Cooperates and shares professionally with members of the administration and other staff.
- c. Maintains confidentiality about students in accordance with state and federal law as well as district policy.
- d. Attends parent communication activities (i.e., Back to School Night, conferences) as designated in the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.
- e. Communicates with and assists teachers regarding objectives devised for students and the materials being used to accomplish those objectives in their classrooms.

5. Other Assigned Duties

- a. Performs all other tasks and assumes such other duties as designated by the building principal or designated administrator.

TERMS OF EMPLOYMENT: Ten month year. Salary established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of the position will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: May 25, 2011