

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Instructional JOB DESCRIPTION

Information Communication Technology (ICT) Literacy Coach

Department: School-based	Job Code: TBD
FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Schedule: INST 55
Reports To: Site Administrator	Work Days: 196
Board Approved Date: May 7, 2013	Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for contributing to the integration of technology in the instructional program and students' development of ICT literacy skills through modeling, coaching, and collaboration. This includes collaborating with teachers, curriculum leaders, and administrators to implement defined strategies of the ICT literacy program and monitor efforts to ensure effective implementation to best support the District and school vision, mission, and goals.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Create an environment conducive to effective instruction of 21st century learners by providing support to assigned school(s) to incorporate and support ICT literacy objectives, including instruction in Digital Citizenship.
2. Evaluate ICT literacy needs within various subject areas, and collaborate with appropriate staff to ensure articulation from elementary to middle and from middle to high school.
3. Assist with the selection of a range of assessment tools and collaborate with teachers and administrators to interpret and use assessment data to respond to literacy needs, monitor progress of student learning, make sound decisions regarding appropriate curriculum and instruction, and support teacher reflection and action research..
4. Assist the school's curriculum personnel in implementing strategies to improve students' reading, writing, language, listening, and speaking skills across all disciplines according to School Improvement Plan accountability goals.
5. Provide ongoing, job-embedded professional development for school personnel that encourages inquiry, creativity, communication, critical thinking and problem solving skills through the independent use of instructional resources in the learning environment in order to stimulate the development of innovative instructional activities that provide students with opportunities to develop the ICT literacy skills needed to meet state and national standards
6. Provide ongoing, job-embedded professional development for adult learners that models effective utilization of ICT literacy skills for teaching and learning and stimulates effective creation, utilization and publication of digital educational resources
7. Collaborate with teachers and administrators to develop a systematic approach to promote life-long learning; provide modeling and coaching to guide the selection of appropriate text to encourage students to read for a variety of purposes, taking student interests into account.
8. Ensure a link between professional development and a change in practice with ongoing monitoring, including observation and feedback.
9. Provide guidance in selection, location, utilization, and evaluation of resources to support learning objectives and meet the individual needs and interests of students and adult learners; and make recommendations regarding budget allocations for resources to support effective ICT literacy services, including media collections, technology equipment, etc.
10. Consult with school administrators to develop operational procedures for the school media center and computer labs; and facilitate the organization of ICT literacy services, including promotion and circulation of materials and related equipment for easy accessibility by students and staff, according to district-wide standards
11. Serve as a liaison between others in like positions, including school-based, regional, and district support teams, to provide a team approach to school needs
12. Serve as a member or leader of professional learning communities to deepen understanding and implementation of professional development activities
13. Provide consultation for the maintenance, distribution and accountability of media and technology resources including the development of the school's web presence to meet the needs of the school and district standards.
14. Provide technical assistance for the use of instructional technology and support for online environments, including computer-based assessments, ensuring access to school networks by students, faculty, and staff.
15. Perform other duties as assigned.

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Instructional JOB DESCRIPTION

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively in written and oral form using positive interpersonal skills with students, faculty, staff, administration, parents, regional and district support teams
- Ability to employ effective coaching and facilitation skills to plan for and respond to student learning across content areas
- Ability to reflect and apply knowledge from current research on best practices for improving student achievement
- Demonstrate leadership skills in both formal and informal settings
- Ability to organize, prioritize, and manage work assignments in an efficient manner
- Ability to work effectively across school-based, regional, and district support teams
- Knowledge and understanding of Common Core State Standards and effective instructional strategies

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree from an accredited institution
- Successful experience with leveraging technology and digital resources and tools to differentiate and personalize learning
- Experience designing and facilitating professional development of adults
- Experience participating in and/or leading professional learning communities

OR

- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Valid Florida Educator's Certificate

OTHER REQUIREMENTS:

- Admission to the District School Board of Pasco County Information Communication Technology Coach Pool

PREFERRED QUALIFICATIONS:

- Post-graduate degree in an educational field from an accredited institution
- Successful experience coaching and mentoring adults
- Experience using current communication technologies
- Valid Florida Educator's Certificate in Educational Media Specialist or Reading K-12 Coverage; Florida Digital/Virtual Educator certificate; or equivalent

SUPERVISORY RESPONSIBILITY: none

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

"X"

X	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Instructional JOB DESCRIPTION

Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
F	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
O	Bending	Lowering the body forward from the waist.
O	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
O	Kneeling	Bending legs at knee to come to a rest on knee or knees.
O	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
F	Reaching	Extending hand(s) and arm(s) in any direction
O	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to ____ pounds of force
O	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to ____ pounds of force.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to ____ pounds of force.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
F	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

'X'

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Instructional JOB DESCRIPTION

	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
X	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
	Respirator	The worker is required to wear a respirator.
	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
	Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.