

Job Description

Job Title: Coordinator of Instructional Technology

Supervisor: Supervisor of Instructional Technology

Position Code:

Pay Grade: 40

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

The Coordinator of Instructional Technology supports the division's instructional vision by strengthening the effectiveness, consistency, and impact of instructional coaching provided by Instructional Technology Coaches (ITCs). Working under the supervision of the Supervisor of Instructional Technology, the Coordinator supports the implementation of the division's instructional coaching model, contributes to professional learning for ITCs, and promotes alignment among instructional coaching, curriculum, and instructional priorities. This role emphasizes instructional leadership, coaching quality, and instructional coherence, with instructional technology serving as a strategic support for teaching and learning rather than a primary focus.

Essential Duties

1. Support the Supervisor of Instructional Technology in strengthening the instructional coaching capacity of ITCs.
2. Assist in implementing and maintaining a consistent instructional coaching model aligned to division instructional priorities and expectations.
3. Model and support effective instructional coaching practices, including observation, feedback, reflective dialogue, and analysis of instructional practice and student learning.
4. Assist in designing, facilitating, and refining professional learning for ITCs based on evidence of instructional and coaching impact.
5. Collaborate with Teaching and Learning staff and other departments to ensure instructional coaching is aligned to curriculum implementation and division instructional initiatives.
6. Support alignment between instructional technology resources and instructional goals, ensuring tools are used purposefully to support teaching and learning.
7. Support the instructional quality and alignment of online and blended learning initiatives, including Canvas and Virtual Virginia, in collaboration with Teaching and Learning staff.
8. Assist in reviewing and supporting digital instructional resources to ensure instructional soundness and alignment with curriculum and instructional expectations.
9. Support the use of data and evidence to strengthen instructional coaching effectiveness.
10. Support monitoring and continuous improvement of instructional technology and online learning programs through an instructional lens.
11. Maintain confidentiality and model nondiscriminatory practices.
12. Perform other related duties as assigned by the Supervisor of Instructional Technology.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

Performs any other related duties as assigned by the Chief Academic Officer .

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

- Master’s degree in Curriculum and Instruction, Instructional Technology, or a related field
- Professional teaching license with endorsements in Administration and Supervision; Education Specialist (Ed.S.) or doctoral degree preferred
- Demonstrated instructional leadership and strong communication skills
- Thorough knowledge of curriculum, instruction, and assessment, including current issues and trends in instructional technology
- Ability to effectively coach adult learners and facilitate job-embedded professional learning
- Experience supporting instructional improvement at the school or division level, preferably in an instructional leadership or coaching role

Working Conditions and Physical Requirements

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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The position requires the ability to use standard office technology and digital tools; communicate effectively in person, in group settings, and through electronic means; view and read digital and printed materials with or without assistive devices; and move within school and office environments. The role may occasionally require lifting or carrying materials weighing up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Instructional Technology Coaches and Instructional Technology Coach Leads

Supervision Received: Supervisor of Instructional Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Instructional Technology will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Instructional Technology or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

01/2024 LS