Sparta Area School District

Article 247 – Specifications for Technology Integration Coach

Technology Integration Coaches shall be employed under the auspices of a legal contract approved by the Board of Education. The compensation shall be granted as appropriate and mutually agreed upon. The Superintendent shall make the recommendation for contract approval to the Board of Education.

Technology Integration Coaches shall serve primarily to support educators in the effective use of instructional technology. This will be accomplished through providing professional development to educators and modeling the use of appropriate technologies for students and staff.

Qualifications: Technology Integration Coaches must be licensed teachers, possessing excellent technology skills from a processing perspective, and good organizational and communication skills.

Technology Integration Coaches will report to the principals in the buildings in which they are assigned, but are under the direct supervision of the building principal. Work schedule and priorities will be established in collaboration with the principals and Director of Instruction.

Performance Responsibilities:

1. Promote, integrate and model applications that improve instruction and learning
2. Develop and maintain a training and technical integration schedule for professional staff
3. Provide professional development/support to teachers implementing instructional and management software and applications
4. Maintain knowledge of communication and education tools and provide appropriate training opportunities to staff
5. Assist the Technology Department in the management and maintenance of devices and device profiles in designated sites
6. Assist LMC teachers in the distribution of devices and maintain accurate records of use, repair, billing and replacement
7. Communicate effectively with students, staff, and parents
8. Demonstrate sensitivity to teachers’ individual differences and cultural backgrounds
9. Respect confidentiality
10. Assist teachers with technology based assessments
11. Instruct 4th and 5th grade students in basic keyboarding and computing skills per the direction of the principal

12. Instruct 6th, 7th, and 8th grade students in intermediate computing skills per the direction of the principal

13. Assist teachers in preparing students for computer based assessments.

14. Other duties as assigned

Essential Functions:

1. Provide professional development/support to teachers implementing instructional and management software and applications

2. Communicate effectively with students, staff, and parents

3. Respect confidentiality

4. Assist teachers with technology based assessments

5. Helps principal and leadership teams develop systematic, school wide supports for behavior and academics through technology

Technology Integration Coaches must be able to lift 10 pounds; have the dexterity to operate a computer keyboard; and have the visual acuity to observe student work on a video monitor.

Legal Reference:

Cross Reference:

Approved: July 23, 2013

Revised: November 24, 2015
September 28, 2016
January 23, 2018