

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
NOTICE OF VACANCY

Position: School Support Specialist, Instructional Technology Coach
Teacher on Special Assignment (TOSA)

Qualifications: Hold a valid New York State certification
Successful experience as a full-time teacher
Demonstrated use and application of technology integration into curricula

Duties and Responsibilities:

The primary focus of the Instructional Technology Coach is to enrich and support teaching and learning at the secondary level, while strengthening the technology skills of students, teachers and staff. See attached job description for more information.

Reports To: Director of Technology and Curricular Innovations

Salary: KTA Contract salary + 10 summer days

Starting Date: July 1, 2017

Application: Please submit a letter of interest, resume and two letters of recommendation (1 from principal, 1 from peer) to the Human Resources Department, attention Mr. Christopher Swiatek, Assist. Superintendent for Human Resources, Kenmore-Town of Tonawanda UFSD, 1500 Colvin Blvd., Buffalo, NY 14223 (716) 874-8400 ext. 20420. Any questions regarding this position please contact Julianna Sciolino, 874-8400 x20305 or e-mail, jsciolino@ktufsd.org.

Application Deadline: May 11, 2017 – All required information is due by this date to be considered a viable candidate.

*** The District will make every effort to return the TOSA to his/her original assignment and building only at the conclusion of the first year.**

Kenmore-Tonawanda UFSD is an equal opportunity employer. The District does not discriminate against employees or candidates for employment on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran.

GENERAL DESCRIPTION: The Instructional Technology Coach provides authentic opportunities for colleagues to see best practices in action. The main goal of the Instructional Technology Coach is to improve instructional practice and student learning through the use of technology.

PRIMARY RESPONSIBILITY: The Instructional Technology Coach will be responsible for contributing to and leading in the development of a district-wide community of study, facilitating and supporting the involvement of all teachers in an instructional coaching model, structured around the sharing of professional practices, reflection on their craft, and the development of a shared vision of teaching and learning through technology.

PREFERRED QUALIFICATIONS: A minimum of five (5) years of effective teaching and use of technology to support learning in various content areas, preferably at the secondary level.

Qualifications:

- Mastery of research-based instructional teaching strategies and using technology to support learning
- In-depth knowledge of CCLS, ISTE Student/Teacher Standards with experience designing lessons and assessments that measure those skills
- Experience with effective technology teaching strategies in teaching software and hardware skills. Experience with Windows 10, iPad, streaming devices, and technology troubleshooting.
- Exhibit technology skills in up-to-date computer software, including word processing, database, spreadsheet, web page development, presentation, digital video and audio editing, image processing, graphics applications, cloud storage and management, Learning Management Systems, and content apps
- Produces high quality professional development materials with excellent written and oral communication skills
- Works independently to create instructional staff development materials and plan building-based staff development
- Collaborates, shares and works well on a team
- Five years of classroom teaching in any content area where technology is used in innovative ways
- Experience teaching adults
- Experience, or desire to, work primarily with secondary teaching staff, students and content

Primary Responsibilities Include:

- Collaborate with teachers to support instruction using technology to deliver curricula through a variety of instructional methods. In partnership, the Instructional Technology Coach and the teacher will work toward integrating the use of hardware, software and Internet resources in support of student learning and assisting teachers in meeting state and national standards for subject-area and technology-learning objectives.
 - Create learning resources for teachers, staff and students
- Work with Teachers to support their personal mastery of technology literacy skills based on the ISTE Teaching standards. *Though the Instructional Technology Coach may not directly conduct student*

instruction in technology, lab work or classes regarding computer use, he or she should be able to plan and co-teach a lesson as part of the Jim Knight Coaching Model.

- Consult on the technology budget for computer resources, including hardware, software, learning resources and training needs
- Identify education trends to make recommendations for software, curriculum, teaching strategies and other educational areas
- Assess technology skill levels of students, teachers and staff
- Analyze instructional data to determine recommendations for technology purchases and instructional strategies paired with appropriate technology
- Create, maintain and oversee integration of the school's technology plan with a technology committee
- Actively seek out research-based educational best practices as it applies to technology integration and providing staff development to adult learners
- Keep current on best practices by participating in online PLCs, educational materials and becoming certified in relevant educational technology applications when appropriate
- Foster leadership role with technology integration by attending and presenting at local and statewide technology conferences
- Coordinate teams, advise on technology budgets, supervise training activities, establish technology policies, and propose learning objectives for staff as they relate to technology.
- Successful candidates will *not* be responsible for maintaining or developing school or district web sites, monitoring and troubleshooting computer systems, or providing primary technical support to schools or districts.