**POSITION TITLE:** Technology Literacy Coach, Title I  
**JOB CODE:** 397A

**DIVISION:** Academic/Teaching & Learning  
**SALARY SCHEDULE:** Teacher

**DEPARTMENT:** Community Engagement & Title I  
**WORK DAYS:** 188

**REPORTS TO:** Title I Supervisor  
**PAY GRADE:** CIT (4, 5, 6, or 7)

**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Facilitates the implementation of instructional technology to enhance the teaching and learning process in Title I schools; works to improve student technology literacy in Title I schools; provides consultation to Title I District staff and schools in the planning and evaluation of the effective use of technology.

**REQUIREMENTS:**

1. **Educational Level:** Bachelor Degree in education or related field required; Master Degree preferred
2. **Certification/License Required:** Valid Georgia teaching certificate; Educational Leadership preferred
3. **Experience:** 3 years teaching experience which includes a minimum of 2 years utilizing classroom technology integration; 1 year experience in Title I school(s) and/or 1 year experience as professional learning instructor preferred
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Knowledge, Skills, & Abilities:** Written and oral communication; knowledge of instructional strategies in Title I schools; knowledge of technology hardware and software; ability to create and deliver technology training

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Assists teachers and schools in utilizing student technology literacy data to improve instruction and increase student technology literacy proficiency.
3. Provides assistance and strategies to Title I schools for technology integration to enhance administrative tasks, teaching, and learning.
4. Collaborates with Title I staff, Instructional Technology Supervisor, and other District coaches or curriculum supervisors, to plan and implement professional development in Title I schools that results in increased student technology literacy.
5. Develops, coordinates, and/or delivers professional development programs utilizing District approved software to support the School Improvement Plan and/or District Strategic Plans.
6. Works cooperatively with local school and central office personnel to assist classroom teachers in implementing effective instructional technology strategies.
7. Assists in locating appropriate instructional technology resources that support the Georgia/Cobb Performance Standards and School Improvement Plans.
8. Reviews, evaluates, and informs Title I schools on emerging technologies.
9. Participates in professional development and research activities.
10. Demonstrates the ability to maintain positive professional working relationships with others.
11. Models the appropriate integration of technology when working with teachers and students.
12. Provides assistance in locating CCSD technology policies and procedures.
13. Performs basic troubleshooting necessary for job duties, to include reporting equipment problems appropriately.
14. Manages training schedules, equipment, and/or labs as assigned.
15. Submits quarterly reports to monitor progress and maintains other records related to service responsibilities.
16. Assists in managing resources and their distribution to schools.
17. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________________ Date _______________________

Signature of Supervisor __________________________________ Date _______________________