

Job Description

Job Title: Instructional Technology Coach

Position Code: 1E57

Job Classification: Exempt

Supervisor: Supervisor of Instructional Technology

Pay Grade: Teacher Scale

Contract Length: 220 Days

Job Summary

The Instructional Technology Coach (ITC) serves as an instructional coach and instructional partner, supporting teachers in improving classroom instruction through effective instructional practices, with technology used purposefully to support teaching and learning. The ITC works collaboratively with teachers, school leaders, and district staff to strengthen high-quality instruction and strong Tier 1 teaching through coaching, modeling, co-planning, and data-informed reflection. This role prioritizes instructional improvement and does not include primary responsibility for technical troubleshooting or device support.

Essential Duties

1. Coach teachers to strengthen instructional practice, including lesson design, student engagement, differentiation, formative assessment, and feedback, with technology serving as a support for instruction.
2. Model effective instructional strategies and technology-enabled practices through co-planning, co-teaching, observation, and reflective dialogue.
3. Support teachers in analyzing student learning and instructional impact to inform and adjust instruction, using technology as a tool for analysis and reflection.
4. Facilitate reflective coaching conversations grounded in evidence of instructional practice and student learning.
5. Design and deliver job-embedded professional learning aligned to division instructional priorities, curriculum expectations, and instructional coaching goals.
6. Support teachers in applying professional learning to classroom practice through follow-up coaching, modeling, and feedback.
7. Evaluate the effectiveness of professional learning and coaching support based on instructional impact and changes in teacher practice.
8. Coach teachers in the effective use of online and blended learning models, digital content, and collaborative learning environments to extend and enhance student learning.
9. Support the instructional use of district-adopted learning management systems and digital resources in alignment with curriculum and instructional expectations.
10. Collaborate with school administrators to align instructional coaching support with school improvement goals and instructional priorities.
11. Work collaboratively with district-level instructional supervisors and specialists to support curriculum-aligned instructional practices.
12. Coordinate with school-based staff and technical support teams to ensure timely communication and resolution of technology-related issues, while maintaining a primary focus on instructional coaching and effective classroom practice.
13. Engage in ongoing reflection and professional learning to strengthen instructional coaching skills and instructional practice.
15. Model and promote digital citizenship, including safe, ethical, and responsible use of technology.
16. Maintain professional confidentiality and model nondiscriminatory practices in all work.
17. Participate in division-wide initiatives and professional learning related to instructional coaching, instructional practice, and instructional technology.
18. 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 Supervisor of Instructional Technology.

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

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: None

Supervision Received: Supervisor of Instructional Technology; evaluation includes input from the school principal

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 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