

REGION 9 EDUCATION COOPERATIVE
Digital Learning Coach Coordinator
Job Description

Position Title:	Digital Learning Coach Coordinator
Report To:	IGA Coordinator
Work Day:	Minimum 7.5 hours daily
Contract Days:	Dependent upon start date
Classification:	Exempt
Salary Schedule:	Per IGA Funding
Duty Station:	Region 9

The Digital Learning Coach Coordinator will be responsible for overseeing multiple Digital Learning Coaches as the coaches plan, organize, and provide site-based or virtual training and leadership in the area of technology integration in schools and classrooms across the district. The Digital Learning Coach will organize, direct, and oversee the work of the Digital Learning Coaches' work to further student, teacher, and administrator use and understanding of integrating technology tools, and strategies to enhance student learning and increase student engagement.

ESSENTIAL FUNCTIONS

1. Represents The Regional Educational Cooperative Association (RECA) and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of RECA programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis to ensure fulfillment of the employment contract.. Attendance at mandatory REC 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Coordinate with leadership at the Local District level on deployment of appropriate technology tools to support the delivery of curriculum in alignment with the District's goals and objectives.
11. Understanding and compliance with the Region 9 employee policy manual, technology policy, and time tracking system are required.
12. Coordinates and supervises the development and facilitation of professional learning opportunities for administrators, teachers, and support staff in curriculum, instruction and assessment strategies that promotes achievement for all students.
13. Oversees digital literacy coaches assigned classroom teachers in planning for specific student learning outcomes based on assessed needs of individual students and the use of data and information to determine each student's current knowledge and skill level, support student learning goals, and assess student progress.

Digital Literacy Coach Coordinator 08.2022

Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

14. Oversees and monitors classroom instruction either for direct learning by students or for demonstrating effective intervention and teaching practices for classroom teachers.
15. Works collaboratively in a professional learning community with other teachers, support staff, IGA Coordinator, and others as appropriate, in addressing the needs of students, developing effective teaching and learning practices, and developing and implementing best practices.
16. Manages digital literacy coaches as they assist teachers in using research-based instructional and learning strategies and content specific, differentiated instruction in assisting teachers in planning, delivering, and assessing lessons and individual student success.
17. Ensures district approved and/or required technology is implemented into planning, learning, progress reporting, and required record-keeping activities.
18. Actively participates as an advisor, resource specialist, and facilitator in faculty, grade level, department, and/or professional learning community meetings.
19. Observant of the needs and challenges of Digital Literacy Coaches and promptly engages in solutions and brainstorming to resolve challenges.
20. Serves as a positive role model for Digital Literacy Coaches and practices the behaviors that are expected of Coaches.
21. Participates in IGA meetings when required by IGA Coordinator and is a productive and respectful team member and contributor.
22. Meets regularly with the Digital Literacy Coaches to review benchmarks and established data points to assess the IGA's progress towards established goals.
23. Maintains the confidentiality of schools, teachers, and classrooms.
24. Reports and meets regularly with the IGA Coordinator to discuss potential areas of improvement, challenges, and any other information.
25. Strong communication skills with supervisors and subordinates.
26. Obtain prior approval from the Building Administrator before distributing written communication and other media.
27. Coordinates/facilitates the use of instructional material in literacy.
28. Prepare forms, records, and reports as directed.
29. Attend meetings and trainings as directed.
30. Must be able to attend professional development opportunities.
31. Demonstrates knowledge and compliance with all professional standards of conduct and professional ethics.
32. Adheres to district policies and procedures while on district campus.
33. Completes all record keeping and reporting documentation in a timely, comprehensive and accurate manner.
34. As required, travels from site to site on a daily basis and as emergencies arise. Must be willing to utilize your own vehicle for transportation.
35. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

1. Must hold a valid Level II or Level III teaching license by the State of New Mexico Public Education Department.
2. Bachelor's degree required. Master's degree preferred.
3. Five (5) years experience in planning/providing technology-based school or district professional development.
4. Significant experience with various instructional technology tools (certifications preferred) such as Windows and Mac OS, Interactive White Boards, Classroom Projection Systems, Classroom Amplification Systems, Document Cameras, Web 2.0 Tools.
5. Five (5) years successful work experience in public schools/institutions of higher education or other agencies preferred.
6. Previous program management/supervisory experience preferred.
7. Must demonstrate strong interpersonal skills.

8. Must be willing to carry out assigned tasks and perform responsibilities.
9. Other qualifications determined necessary by REC9 Executive Director or IGA Coordinator.

WORKING ENVIRONMENT

I. SITTING TASKS

- A. Sitting tasks are a continuous necessary requirement of the job
 1. 75% of the time
- B. Duties performed during sitting are:
 1. Evaluations
 2. Report writing
 3. Therapy sessions
 4. IEP meetings

II. WALKING TASKS

- A. Walking tasks are a continuous but essential requirement of the job
 1. 15% of the time
- C. Duties performed during walking:
 1. Getting children from classrooms for therapy
 2. Walking to classrooms for inclusion therapy

III. STANDING TASKS

- A. Standing is an occasional but essential requirement of the job
 1. 10% of the time
- B. Duties performed during standing are:
 1. Classroom inclusion lessons
 2. Therapy lesson

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional but essential requirement of the job
 1. 10% of the time
- B. Duties performed during sprinting/running are:
 1. In case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional but essential requirement
- B. Bending or twisting of the trunk is a continuous requirement
- C. Squatting, stooping, and kneeling are continuous requirements
- D. Reaching forward is a continuous requirement
- E. Reaching above the head is an occasional but essential requirement

VI. ACTIVITIES

VII. USE OF ARMS AND HANDS

- A. Manual dexterity is a continuous but essential requirement of the job
- B. Use of arms is a continuous but essential requirement of the job

VIII. LIFTING 10 - 25 POUNDS

- A. Lifting items weighing between 10 - 25 pounds is an occasional but essential requirement of the job
- B. Items lifted from floor to waist, from waist to shoulder, and from shoulder to overhead and vice versa
- C. It is not necessary to lift more than 26 pounds

9. PUSHING AND PULLING

- A. Pushing and pulling of items 25 - 50 pounds is an occasional but essential requirement of the job
- B. Pushing and pulling of items over 50 pounds is an occasional but essential requirement of the job

X. CARRYING TASKS

- A. Carrying of items 25 - 50 pounds is an occasional but essential requirement. Examples: Books, computer equipment, wheelchair

XI. WORKING CONDITIONS

- A. Working inside is a continuous requirement of the job
- B. Risk of getting a minor injury is an occasional hazard of the job
- C. Interacting with the public and other workers is a continuous but essential requirement
- D. Extended work hours is a continuous requirement of the job
- E. Multiple demands from several people is a continuous requirement
- F. A quiet, well lighted, well ventilated spacious room designated for speech therapy only is a continuous and essential requirement of the job

XII. PHYSICAL ABILITIES/ACTIVITIES

- A. Physical abilities and activities of the job are the physical abilities and sensory perceptions that are essential to the job
- B. Vision
 - 1. Adequate vision for reading and writing evaluations
 - 2. Adequate vision for reading and writing reports
- C. Hearing
 - 1. Normal acuity
- D. Speech/Communication
 - 1. Communicating appropriately (oral and written) is a continuous and essential requirement of the job

XIII. USE OF PROTECTIVE EQUIPMENT

- A. Personal protective equipment essential to the job:
 - 1. Gloves for oral peripheral exam

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Digital Learning Coach Coordinator**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____