

Job Description

Job Title: Coordinator of Instructional Technology

Position Code:

Job Classification: Exempt

Supervisor: Supervisor, Instructional Technology

Pay Grade: 40

Contract Length: 245

Job Summary

The role of the Instructional Technology Coordinator is to coordinate and support the Instructional Technology Coach (ITC) team that ensures the integration of technology resources into traditional, blended, and remote K-12 classrooms. This position assists in the development and implementation of the district technology plan by collaborating with instructional leaders and staff to effectively integrate technology across the curriculum.

Essential Duties

1. Coordinates, monitors, and assists with division instructional technology initiatives and projects to include assigning tasks, examining progress, and ensuring that all members of the ITC team universally apply the high standards of the Instructional Technology Department.
2. Coordinates, monitors, and leads professional development of the Instructional Technology team, principals, teachers, and other administrators as identified by various data mechanisms.
3. Assists Supervisor by conducting observations and evaluations of assigned Instructional Technology Coaches; assists with establishing professional growth activities to meet individual needs.
4. Assists the Supervisor with the interview process and selection of candidates seeking employment as an Instructional Technology Coach.
5. Coordinates and leads Instructional Technology team meetings.
6. Recommends to the Instructional Technology Supervisor digital tools and materials to support a quality curriculum that promotes skills and knowledge to prepare students to be college, career, and citizen ready.
7. Assists curriculum instructional supervisors and specialists to evaluate and recommend curriculum and instructional materials and/or practices that promote authentic and relevant uses of educational technology tools and practices.
8. Reviews curricular content and makes recommendations on digital tools, materials and instructional strategies that support teaching and learning.
9. Develop, implement, and evaluate professional development to support instructional staff with successful and innovative strategies for classroom instruction and assessment as it relates to instructional technology.
10. Assists in efforts to design, develop and implement programs that monitor, analyze, and/or enhance division technology integration initiatives.
11. Makes recommendations to approve/disallow instructional technology tools, websites, apps, and devices.
12. Models best practices in regards to coaching and training of assigned Instructional Technology Coaches.
13. Maintains accurate and timely information on the Instructional Technology website.
14. Establishes and maintains standards of professional behavior needed to provide a positive, effective working environment.
15. Models nondiscriminatory practices in all activities.

(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

1. Engage in continual learning to deepen professional knowledge, skills, and dispositions in organizational change and leadership, project management, and adult learning to improve instructional practice
2. Performs any other related duties as assigned by the Supervisor or other appropriate administrator

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)

Must possess a Bachelor's or Master's degree in education or a related field. Must have at least 5 years of experience as a classroom teacher and at least four years of experience as an Instructional Technology Coach or equivalent field. Professional licensure with an endorsement in Administration and Supervision required. Must have demonstrated proven leadership abilities in regards to assisting teachers in using technology effectively using a variety of research-based, learner-centered instructional strategies and assessment tools to address the diverse needs and interests of all students. Must be eligible for, or in possession, or an appropriate Virginia teaching license. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

Work Environment

Must have the ability to sit and stand for extended periods; exhibit manual dexterity to dial a telephone, to enter data into a computer, to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

Supervision Exercised: Instructional Technology Coaches

Supervision Received: Supervisor of Instructional Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Instructional Technology will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Instructional Technology 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

08/2025