

## ***STAFFING***

The Catholic Schools Office recognizes that to provide all students with the opportunity to learn the school environment requires staff that have a wide range of technology skills as outlined in the ADW Educational Technology Educator and Administrator Standards. In addition, Information Technology Support staff must be provided to insure proper infrastructure and network design and maintenance. Each school is responsible for hiring or outsourcing full/part-time staff to fulfill these needs.

## ***APPENDIX B. SCHOOL TECHNOLOGY STAFF***

The increase use of technology in education has impacted the need for schools to acquire personnel with specific technological expertise and professional skills. The status of technology infrastructure, available devices, instructional integration, computer science instruction, and available financial resources vary from school to school across the Archdiocese. As a result, strategies for staffing, professional development and instructional technology time also vary from school to school. A school's technology staff can be comprised of one or more persons who meet the needs of the school. It can include the use of consultants who are hired by the school or are provided by the Archdiocese through the Lead Technology Coach Team. What is imperative is that all of the below responsibilities are clearly assigned and coordinated by the administration and School Technology Committee.

### ***INSTRUCTIONAL TECHNOLOGY COACH (ITC)***

#### **PURPOSE:**

The Instructional Technology Coach (ITC) plays a pivotal role in ADW schools. The ITC helps students, administrators, and teachers meet ADW Educational Technology Standards through his/her visionary leadership, professional development practices, and content knowledge of digital learning environments. The ITC's primary purpose is to develop teacher understanding of educational technology best practices that deepen student learning and engagement.

#### **PRIMARY RESPONSIBILITIES:**

- Assist in the development and implementation of the school's shared vision of educational technology
- Ensure teachers have the technological skills needed to assess student learning, differentiate instruction, and provide engaging learning experiences for students, meeting *ADW Educational Technology Educator Standards*
- Ensure the technological competency of students, meeting *ADW Educational Technology Standards for Students*
- Support administrators in their technological skills and share current trends in technology integration meeting *ADW Educational Technology Standards for Administrators*

- Dedicate at least 50% of his/her time to the design, development, and implementation of professional development for staff
- Work with teachers to develop technology rich and student engaging lesson plans
- Model technology infused lessons
- Engage in ongoing learning to increase knowledge and application of digital learning skills
- Model ethical use of technology and digital information
- Coordinate with IT support including: device inventory, troubleshooting, repair and replenishment strategies

**OTHER DUTIES:**

- Complete annual educational technology inventory survey with assistance from building administrators and key staff
- Work with school-based technology committee to complete school technology plan
- Seek grant opportunities and funding resources to secure digital tools that promote equitable access to technology
- Attend Archdiocesan technology meetings
- Participate in workshops and conferences
- Implement the New Archdiocesan Acceptable Use Policy

**Knowledge and Experience-** Minimum of 3 years of teaching experience. ITCs must have a solid understanding of *ADW Educational Technology Standards* for educators, students, and administrators. Candidates must have strong interpersonal skills and ability to work with adult learners.

**Education:** Bachelor's Degree, Master's Degree in Educational Technology or related field preferred  
Annual professional development in teaching strategies and technology applications (Microsoft EDU, Google/GSuites).

*Job Description taken directly from the 2018-2023 ADW, CSO Educational Technology Plan;*  
<https://goo.gl/81S9ji>