Blended Learning Coach - Elementary

Purpose Statement
The job of Blended Learning Coach - Elementary is done for the purpose/s of planning and delivering instruction to maximize student engagement, provide training and resources to improve teacher efficiency, and advance and sustain digital competency. Provide on-going support and training with the integration of technology into curriculum.

This job reports to the Assistant Superintendent- Leadership and Learning Communities

Essential Functions
- Acts as a coach for employees for the purpose of carrying out and achieving technology within classroom instruction.
- Assists instructional staff with the creation and implementation of non-traditional uses of time and space for the purpose of increasing learning of students.
- Collaborates with district personnel and others (e.g. parents, staff, community, etc.) for the purpose of implementing and maintaining innovative teaching approaches.
- Create and maintain a variety of written materials and electronic files and/or records (e.g. instructional materials, software updates, hardware, and other instructional materials, etc.) for the purpose of providing up-to-date reference materials.
- Facilitates meetings and plan and deliver high quality staff development for the purpose of modeling best practices in education.
- Provides support and direction to staff including developing and disseminating "best practices" and strategies for the purpose of enhancing teacher effectiveness that results in increased student learning and performance.
- Regular and predictable attendance is essential for the purpose of providing students with high quality services and instruction.
- Researches a variety of topics, specifically technology integration for the purpose of providing information and/or recommendations and/or addressing an evolving educational environment.
- Reviews "best practices", current literature, research and reports for the purpose of integrating curriculum, assessments, and professional development into the daily practice of the District's educators.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific
knowledge based competencies required to satisfactorily perform the functions of the job include: instructional
techniques, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child
development and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and
use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with
data utilizing defined but different processes; and operate equipment using a variety of standardized methods.
Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of
job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with
data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting
deadlines and schedules; adapting to changing work priorities; communicating with diverse groups; setting
priorities; building collaborative relationships, maintaining confidentiality, working flexible hours, and working with
frequent interruptions.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods;
leading, guiding, and/or coordinating others; operating within a defined budget. utilization of significant resources
from other work units is routinely required to perform the job’s functions. There is some opportunity to impact the
organization’s services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands:
significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and
significant fine finger dexterity. Generally the job requires 35% sitting, 25% walking, and 40% standing. This job is
performed in a generally clean and healthy environment.

Experience: Job related experience is required.
Education: Masters degree in job-related area.
Equivalency:

Required Testing:

Certificates and Licenses
DESE Certification in Any Teaching Area (Master's Degree & 3 Years Classroom Experience Preferred)

Clearances
Criminal Justice Fingerprint/Background Clearance

Continuing Educ. / Training:
Continuing Education Requirements

FLSA Status Approval Date Salary Grade
Exempt 4/10/2013 Certificated

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential
functions of each position are articulated in order to create a clear understanding of job expectations for the
incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees
may be enhanced.