



Educational Technology Coach: Job Description

Qualifications

- Fluent in English and Spanish.
- Experience teaching or working in a school, and leading workshops for teachers, students, or parents.
- Strong knowledge of Google Suite for Education, educational technology tools, and AI platforms.
- Clear communication, teamwork, technology, and presentation skills.
- Committed to supporting learning and growth for students, staff, and self.

Reports to: *Ed-Tech Coordinator*

Works with: Teachers, Administrators, IT Staff, Parents, Counselors, and Students

Job Goal

Support teachers and students in using technology to improve learning. Stay informed about new technology and educational methods, and help others use them successfully.

Main Responsibilities

- Guide the use of technology in teaching and learning, following ISTE standards and using Google Suite for Education as a base.
- Help teachers learn new technology skills and use digital tools in their lessons.
- Make sure technology use matches the school's mission and values, and check how it benefits students.
- Lead the setup and use of active learning spaces with technology.
- Support the Chromebook program by helping teachers and students use Chromebooks effectively.
- Assist with school tests that require technology.
- Help teachers grow their technology skills by:
 - Using the ANS Coaching platform
 - Sharing useful resources
 - Leading workshops and team meetings
 - Offering support in classrooms and online
- Demonstrate how to use technology in practical ways during lessons.
- Observe classrooms and give helpful feedback.
- Keep resources and workshop information up to date.
- Continue learning about new technology and share updates with others.
- Work with other technology coaches and experts.

Encouraging Digital Citizenship

- Teach safe, responsible, and respectful technology use.

Robotics

- Assist teachers with using robotics kits and software in the classroom.
- Support students in hands-on robotics activities.
- Help students build critical thinking and problem-solving skills through robotics.