

DIGITAL LEARNING COACH: ROLE AND RESPONSIBILITIES

Background

The Digital Learning Coach(es), reporting to the Deputy Director and/or designate, leads and supports introduction of teaching with technology in the Good Spirit School Division. The Digital Learning Coach indirectly coordinates the activities of school-based staff with release time for technology support.

Procedures

The Digital Learning Coach will have specific responsibilities that include but are not limited to:

1. In-School Projects
 - 1.1 Organizing and delivering school-based and division-level professional development involving information technology.
 - 1.2 Keeping abreast of new developments in technology, exploring effective uses of technology in education, and being an advocate for teachers.
 - 1.3 Providing leadership and information for implementing change in curriculum areas as required by Good Spirit School Division.
 - 1.4 Coordinating division technology projects such as: Online course delivery development, mobile labs in elementary schools, computer lab upgrades, Ministry of Education projects and the Education Sector Strategic Plan (ESSP).
 - 1.5 Collaborating with teachers in developing ways to use technology as tools for supporting student learning.
 - 1.6 Working with multiple committees and study groups concerned with technology and/or professional development.
 - 1.7 Be responsible for training, modeling, and assisting teachers in using technology in the classroom to improve student achievement.
2. Digital Learning Resource Development
 - 2.1 Plan, research and prepare for professional development
 - 2.2 Developing web-based learning resources
 - 2.3 Learning new technology
 - 2.4 Conducting workshops

3. Confidentiality

- 3.1 At no time should a Digital Learning Coach discuss, in public, information pertaining to employees, students or the operation of the division. A Digital Learning Coach is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

4. Other Duties As Assigned

- 4.1 Performs other duties and obligations as assigned by the Director of Education, Deputy Director or designate.

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