WCPS Technology Coach (TC, previously ITRT) Responsibilities
This position is identical to the VA DoE position labeled "ITRT".

The TC position at WCPS is a 210 contract day position. The 10 days will be designated by the Director of Technology. Five of those days will be the week before teachers begin in August to accommodate for new teacher training.

Duties and responsibilities of an TC include but are not limited to the following:

- Working collaboratively with individual teachers or groups of teachers to integrate technology into instruction
- Assisting with curriculum and content development
- Disseminating information regarding technology resources, emerging technologies, best practices using technology, and professional development opportunities
- Facilitating or conducting technology-related professional development for school staff
- Assessing levels of teacher and student technology use and skills
- Modeling effective instructional strategies using technology
- Serving as a member of the school technology committee
- Supporting implementation of the division and state technology plan
- Researching use of newer technologies in instruction
- Using data to design technology-based instructional strategies
- Recommending hardware, software, and related resources
- Identifying trends in software, curriculum, teaching strategies, and other educational areas
- Creating learning resources for teachers, staff, and students
- Serving as a strong advocate for technology integration
- Participating in software selection and use

Skills that need to be present in a potential TC:

- Time management.
- Self directed (an ability to work independently without direction for everyday duties and tasks and keep within the scope of the TC job description).
- Excellent communicator.
- Ability to collaborate with teachers in a supportive and coaching role.
- Willingness to continually learn.

What an TC should not be doing:
- Troubleshooting: According to the VA ITRT Guidelines ITRT's are only supposed to troubleshoot when a minor problem is hindering a lesson in which they are involved.
  - TC's are not to spend more than 5-minutes working on an issue.
  - TC's should direct teachers to place a work order.
- Equipment Maintenance: This is a job for the technician.
- Administrative Duties (examples)
  - This includes setting up, scheduling, administering, and proctoring for testing.
  - Setting up and adding accounts for online educational software can be covered by software specialists.
  - Printing out grades and report cards.
  - Supervision of Techs is the responsibility of the Director of Technology.

Research and Guidelines:
VA Guidelines for ITRT's

"The overall goal of the ITRT program is to provide effective support for curriculum and technology integration. The main challenge is to provide adequate training and support to bring teachers—at every point of the continuum, from technophobia to technomania—to an adequate level of technical expertise to meet learning goals." (VA Guidelines for ITRT's, page 11, http://www.doe.virginia.gov/support/technology/administrators_teachers_staff/teacher_guidelines.pdf).