**American School Foundation (ASF)**

**Digital Literacy Coach**

K-12 for 2010-2011

**JOB DESCRIPTION**

The Digital Literacy Coach (DLC) shall, under the supervision of the Center for Educational Excellence (CEE) Coordinator, ensure that digital literacy is carefully and appropriately integrated into all content areas. The majority of the Digital Literacy Coach’s time will be spent working with teachers and students to achieve integration between digital literacy and content objectives and providing training and support to create a global and collaborative approach to learning. The DLC will pursue instructional change in the classroom through increased duration and intensity of DLC-teacher interaction.

**REQUIRED ATTRIBUTES**

* Has obtained a bachelor’s degree and meets SACS certification requirements
* Possesses a comprehensive knowledge and understanding of digital technologies
* Demonstrates knowledge and use of a rich array of instructional strategies and resources
* Capable of designing instruction with opportunities to develop 21st century skills, such as critical thinking, problem solving, collaboration, creativity, and digital literacy
* Excellent management and organizational skills
* Effective inter-personal skills, ability to motivate and inspire others
* Develops effective collaborative, creative partnerships with digital natives and digital immigrants
* Works equally well individually or as a team member
* Possesses effective presentation skills
* Reflective practitioner who can diagnose and articulate what they see in a planner or classroom by communicating effectively both orally and in writing to varied audiences
* Is a self-motivated and continuous learner
* Two years experience integrating digital literacy into instruction
* Bilingual (Spanish and English)

**DUTIES AND RESPONSIBILITIES**

1. Shifts the mindset of ASF and its stakeholders towards 21st century learning and skills as a process rather than a program
2. Supports divisions to raise standards of teaching and learning through pre-conferencing, modeling and co-teaching best practice instruction, executing learning processes, and debriefing: reflecting, reinforcing and refining
3. Reduces professional isolation and encourages a more collaborative culture to support teacher share their practice and improve student learning
4. Develops, defines, promotes and shares a vision and framework for 21st century learning
5. Promotes the effective use of digital communications such as e-mail, social media, websites, etc.
6. Assists teachers and supports students in the creation and implementation of authentic, engaging interdisciplinary and international units or projects that contain a digital literacy strand which supports current content objectives
7. Creates, documents and shares digital literacy assessment practices
8. Assists divisions implement recommended use of technology policies, plans and protocols for teachers and students
9. Facilitates job-embedded, differentiated professional development that provides individual or small group focus on project-based learning in collaboration with the other members of the CEE
10. Applies coaching expertise to strengthen instructional competencies or to address areas for professional growth
11. Maintains and facilitates a school community learning environment for independent, self-directed learning
12. Makes connections between current education research, student learning styles, curriculum content objectives and digital literacy tools to be shared with the ASF community
13. Assists in the ASF curriculum reviews
14. Meets with other DLCs and the CEE Coordinator regularly for the purpose of instructional planning, collaboration, idea sharing, personal staff development, budget preparation and other necessary support
15. Is responsible for required record keeping and preparation of reports and documents, and implement other digital literacy activities as needed.

Evaluated by the CEE Coordinator