**Digital Learning Instructional Coaches**

**Digital Learning Instructional Coaches** will be instrumental in assisting districts, schools, and teachers adapt to the challenges of digital learning and improve student outcomes through the use of educational technology. Effective digital learning requires deployment and management of technology, as well as implementation of high-quality digital instructional practices. The digital instruction portion of the MDE’s Digital Learning program is comprised of three inter-dependent parts: professional development for districts, schools, and teachers; high-quality digital curriculum; and Digital Learning Instructional Coaches, who support the implementation of the professional development and curriculum to improve digital instructional practices.

The goals of the **Digital Learning Instructional Coaches** program are as follows:

* Develop positive, open, professional, and collaborative working relationships with district and school leaders, technology staff, instructional technology coaches, teachers, and support staff.
* Provide coaching to support, grow, implement, and refine digital learning and instructional practices, including:
  + Effective use and implementation of technology, including devices, learning management systems, software and other web-based tools;
  + Planning, developing, and delivering high-quality digital instruction aligned to the Mississippi College- and Career-Readiness Standards;
  + Implementing best practices in digital learning and instructional practices; and
  + Evaluating digital learning and instructional practices.
* Effectively identify and prioritize the digital learning and instructional needs of district and school leaders, technology staff, instructional technology coaches, teachers, and support staff.
* Recommend and/or provide rigorous and engaging training, support, and professional development to districts and schools to support identified digital learning needs.
* Collaborate with other coaches and MDE staff to develop coaching and professional development resources which support the continued implementation and improvement of digital learning.
* Collaborate with other MDE staff to share and align resources and strategies; determine the effectiveness of the digital learning professional development and coaching services offered; and adjust resources and services as needed.

**SCOPE OF WORK**

Digital Learning Instructional Coaches will provide daily technical support and coaching to district and school personnel in their capacity to support integration and implementation of digital learning and instructional practices. This position is responsible for duties at the school, district, regional, and state levels. The responsibilities include:

**School Level**

1. Assist teachers in planning effective digital lessons as they:
   * Identify and incorporate appropriate educational technology tools, including devices, learning management systems, software, and other web-based tools, to improve student outcomes;
   * Identify or create high-quality digital content aligned to grade-appropriate Mississippi College- and Career-Readiness Standards; and
   * Utilize digital assessment tools to inform instructional decisions.
2. Assist teachers in delivering effective digital instruction, including:
   * Implementation of tools, content, and assessments described above;
   * Ensuring student engagement through both instructional delivery and assessments;
   * Effective classroom management strategies for both synchronous and asynchronous instruction;
   * Incorporating digital accessibility tools to address the needs of all learners; and
   * Utilizing best practices in digital instruction.
3. Assist teachers and administrators in assessing the effectiveness of digital instruction and providing guidance on continuous improvement by:
   * Conferencing with individual teachers, lead teachers, or other support staff and provide specific goals and plans for improving digital learning and instructional practices;
   * Providing clear, practical, timely, and candid written and oral feedback to school-based coaches and to teachers about their digital learning and instructional practices;
   * Meeting regularly with administrators, teachers, and other support staff to review data, including engagement and effectiveness data provided by BrightBytes, and make recommendations for adjustments in digital learning and instructional practices; and
   * Assisting administrators in identifying, supporting, and evaluating digital learning practices.
4. Develop positive, open, professional, and collaborative working relationships with district and school leaders, technology staff, instructional technology coaches, teachers, and support staff.
5. Identify and prioritize the needs of assigned administrators, teachers, and other support staff, including technical skills (i.e., operation of devices, use of software and learning management system) and digital instructional practices.
6. Recommend existing training or resources to support identified needs, and/or schedule, organize, design, and conduct the identified professional development needed.
7. Obtain feedback and evaluations from administrators, teachers, and other support staff on the effectiveness of professional development and coaching services offered and adjust services as needed.
8. Maintain an organized system for documenting coaching services.
9. Provide both virtual and in-person support to assigned schools or districts as described above. **NOTE:** Due to current state and local COVID guidelines and related travel restrictions, the MDE expects coaching support to be provided through a hybrid model of virtual and in-person supports at the beginning of this program. As COVID guidelines and related travel restrictions are relaxed, in-person coaching may become the preferred method of coaching. In-person coaching will require travel to schools, possibly as often as daily.

Coaches will be assigned districts/schools based on the coach’s technology skills and expertise and the needs of participating districts/schools. Coaches may be reassigned at any time based on a change in district/school needs.

**District Level**

1. Support the development of district Digital Learning Plans to ensure sustainability of hybrid and virtual learning opportunities.
2. Provide feedback to the MDE regarding districts’ needs to ensure the successful implementation of their Digital Learning Plans.
3. Assist district stakeholders in identifying, supporting, and evaluating digital learning practices.

**Regional Level**

1. Assist regional stakeholders in identifying, supporting, and evaluating digital learning practices.
2. Collaborate with other Digital Learning Coaches within the assigned region to share resources and strategies; determine the effectiveness of professional development and coaching services offered; and adjust resources and services as needed.
3. Provide ongoing training and support for school-based educators within and across regions.

**State Level**

1. Collaborate and develop digital learning instructional coaching resources to share with districts to support the continued implementation and improvement of digital learning.
2. Collaborate with MDE staff to develop professional development that supports the continued implementation and improvement of digital learning.
3. Collaborate with other MDE staff to share and align resources and strategies; determine the effectiveness of the digital learning professional development and coaching services offered; and adjust resources and services as needed.
4. Share identified needs of teachers, schools, and districts with the MDE to inform future training, supports, and professional development offerings.
5. Communicate a consistent message as established by the Mississippi Department of Education in support of the Mississippi Connects plan.

## **ELIGIBILITY CRITERIA**

The selected individual(s) for the **Digital Learning Instructional Coaches** must meet the following criteria:

**EDUCATION AND TEACHING EXPERIENCE**

Master’s Degree in Education, Instructional Technology, or related field, with 3 years documented successful PreK-12 teaching experience   
  
-OR-   
  
Bachelor’s Degree with 5 years documented successful PreK-12 teaching experience

**CURRENT EMPLOYMENT**

Current employment with a Mississippi Public School District or other state educational institution

**MINIMUM QUALIFICATIONS**

* Successful experience facilitating adult learning and developing and delivering professional development specific to integrating technology into classroom instruction aligned to the Mississippi College- and Career-Readiness Standards.
  + **Desired Qualification, but not required of the applicant:** Successful experience facilitating adult learning and developing and delivering professional development specific to best practices in digital learning.
* Experience mentoring, coaching, and/or providing feedback about instruction to classroom teachers.
  + **Desired Qualification, but not required of the applicant:** School leadership activities, education, or trainings demonstrating proficiency in instructional design skills.
* Experience leading others in a collaborative process and maintaining a positive rapport with others.
* Proficiency in the use of Apple, Google, and/or Windows devices and corresponding operating systems.
* Proficiency in Google Classroom, Schoology, Canvas and/or other learning management system.
* Proficiency in operating a variety of educational technologies, including video conferencing software, in an instructional setting.
  + **Desired Qualification, but not required of the applicant:** Proficiency in the use of digital accessibility tools and their use to support struggling learners in the classroom.