

## Digital Literacy Coach

The Digital Literacy coach, under the supervision of the Director of the Center for Teaching Excellence (CTE) ensures that technology is carefully and appropriately integrated into the content areas. The majority of the Digital Literacy Coach's time will be spent working with teachers using an identified model for an Instructional Coach to achieve integration between digital literacy and content objectives as well as providing training and support to create a global and collaborative approach to learning.

### Education and Certification Requirements:

- Bachelor's Degree, meeting SACS certification requirement
- Bilingual, English and Spanish.

### Qualifications and previous experience required:

- Three years classroom teaching experience
- Two years experience integrating technology into instruction
- Experience in a US-style curriculum
- Excellent management and organizational skills.
- Demonstrates knowledge and use of a rich array of instructional strategies and resources.
- Capable of designing instruction with opportunities to develop 21st century skills, including but not limited to critical thinking, problem solving, collaboration, creativity and digital literacy.
- 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.

### Duties and responsibilities:

- Shift the mindset of ASF and its stakeholders towards 21st century learning and skills as process rather than a program.
- Support 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.
- Reduce professional isolation and encourages a more collaborative culture to support teachers in sharing their practice and improving student learning.
- Develop, defines, promotes and shares a vision and framework for 21st century learning.



## The American School Foundation®

*Educating global citizens for a changing world*

- Promote the effective use of digital communications such as e-mail, social media, web sites, etc.
- Assist teachers and supports students in the creation and implementation of authentic, engaging, interdisciplinary and international units or projects that contain a digital literacy strand that supports current content objectives.
- Create, documents and shares digital literacy assessment practices.
- Assist divisions implement recommended use of technology policies, plans and protocols for teachers and students.
- Train faculty to use standard learning and administrative platforms.
- Facilitate job-embedded, differentiated professional development that provides individual or small group focus on project-based learning in collaboration with the other members of the CTE.
- Apply coaching expertise to strengthen instructional competencies or to address areas for professional growth.
- Maintain connections between current education research, student learning styles, curriculum content objectives and digital literacy tools to be shared with the ASF community.
- Assist in ASF curriculum reviews.
- Meet with other DLCs and CTE and Special Projects Coordinator regularly for the purpose of instructional planning, collaboration, idea sharing, personal staff development, budget preparation and other necessary support.
- Responsible for required record keeping and preparation of reports and documents, and implement other digital literacy activities when needed.
- Develop other duties as assigned.
- Activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of his/her area.

### **Supervises:**

No one but works in a collaborative manner with faculty members as a coach.

### **Reports to and is evaluated by:**

Reports and is evaluated by: Coordinator of the Center for Teaching Excellence.

Shall be evaluated annually according to procedures established by school policy.

### **Application Procedure:**

Interested and qualified candidates must submit: 1) resume, 2) cover letter that includes educational philosophy, as well as clearly highlighting the degree to which the preferred qualifications are met, (3) an ASF employment application (<http://solutions.asf.edu.mx/application/>) and 4) copy of your teaching credential/s, transcripts. Please attach files electronically while completing your application and select Head of Lower School position.

#### **The American School Foundation, A.C.**

Bondojito 215. Col. Las Américas. México D.F. 01120.

Phone: (5255) 5227-4900 / Fax: (5255) 5273-4357

[www.asf.edu.mx](http://www.asf.edu.mx)