Instructional Technology Coach Candidate Portfolio Requirements
Prince William County Public Schools

As a first step, prospective applicants must complete an application for instructional employment with Prince William County Public Schools.

Instructional Technology Coach (ITC) candidates must complete a portfolio aligned with the elements listed below as part of the application process.

Portfolio Submission and Contacts

The portfolio should be hosted online and a link to the portfolio must be sent to:

- Kimberly McGee, mcgeekc@pwcs.edu
- Timothy Cruz, CruzTW@pwcs.edu
- Dani Hall, halldc@pwcs.edu

ITC Portfolio Elements

Portfolio Element 1: Change Agent

Highly effective Instructional Technology Coaches can significantly impact a school's culture through their innovation and leadership.

Portfolio Artifact 1: Personal Vision Statement

Write a statement describing your vision for a technology-rich learning environment where students are academically successful.

As you write your personal vision statement, consider the following questions:
- What actions will you take through coaching to make your vision a reality?
- How will you be accountable for your work towards this vision?
- How will you ensure that your work is equitable and meets the needs of learners?
- How will you integrate technology to support vertical articulation in student learning across your school and feeder schools? How will you ensure students advance to the next grade level or school prepared?
- What resources will help you in your work? (people, organizations, offices/departments, etc.)
- As an instructional technology coach, how would you want teachers to describe the work you do?
- As an instructional technology coach, how would you want your administrator to describe the work you do?

Portfolio Element 2: Connected Learner

Coaches model expertise through providing professional learning, taking part in professional learning networks (PLN), and committing to continuous improvement to improve their coaching practice.

Portfolio Artifact 2: Demonstrating Professional Learning

Share your professional learning and certification related to technology integration and digital learning that you have completed. Demonstrate or explain how you have used this learning with students.

In your demonstration, consider the following questions:

- How do you stay current with instructional practices, strategies, protocols, resources, and structures?
- How do you plan to collaborate with educators in setting shared goals that foster continuous improvement through coaching and teaching practices?
- How will you determine the learning needs of your staff and students?

Portfolio Element 3: Collaborator

ITCs must build trusting relationships with staff to be successful in transforming teaching and learning practices.

Portfolio Artifact 3: Relationship Building

As you create your artifact, consider the following questions:

- What strategies will you use to build trust with colleagues?
- How will you work with individual teachers or Collaborative Learning Teams (CLTs) to promote the value of authentic learning experiences while modeling high expectations for all students and staff.
- How will you personalize support and professional learning for your staff, respecting their individuality and accommodating their learning differences?
- Explain how you actively engage with CLTs in your school. As an ITC, how would you enhance your participation in CLTs?

Portfolio Element 4: Learning Designer

ITCs work with staff to design learning experiences and environments to meet the needs and interests of all students.

Portfolio Artifact 4: Classroom Technology Integration

Complete the following:

- Share artifacts of how you created impactful design practices that yield high levels of participation, motivation, and engagement.
- Share educational frameworks focused on instructional technology integration and engagement. How will these frameworks be used in your work as an ITC?
- Share your thoughts about how you will work with educators to create flexible and inclusive learning environments for all students. Please provide artifacts.

- Share your thoughts and provide examples for the use of digital tools by students to address the [PWCS profile of a graduate](#).
    - Critical Thinker
    - Digital Citizen
    - Innovator and Visionary
    - Resilient
    - Global Collaborator

Portfolio Element 5: Professional Learning Facilitator

Provide a sample professional learning session based on the results of a needs assessment or key design strategies for increasing engagement, motivation, and participation.

Portfolio Artifact 5: Professional Learning Session

Include:
- Sample needs assessments and results
- An agenda
- A defined plan for the session
- Presentation materials
- Your ideas for evaluating the learning and impact on student learning.

Portfolio Element 6: Data-Driven Decision-Maker

ITCs model and support the use of qualitative and quantitative data to inform their own instruction and professional learning.

Portfolio Artifact 6: Reflection on Data-Driven Instruction

Describe an instance where you used student data to guide an instructional decision. Create a reflection that summarizes the experience and discusses the results. Your reflection can be in a format of your choosing.

As you create your reflection, consider the following questions:
- How do you collect and analyze data to inform instructional planning and improve student academic achievement?
- How do you interpret qualitative and quantitative data to inform instructional decisions and support universal design and differentiated instruction?
- How do you or your collaborative learning team empower students to use personal data to set their own learning goals and track their progress?

Portfolio Element 7: Digital Citizen Advocate

Coaches model digital citizenship and support educators and students in recognizing the responsibilities and opportunities inherent in living in a digital world.

Portfolio Artifact 7: Reflection on Digital Citizenship

Describe a lesson where you integrated digital citizenship practices. Create a reflection that summarizes the experience and discusses the results. Your reflection can be in a format of your choosing.

As you create your reflection, consider the following questions:

- How do you ensure a safe and secure learning environment when students are using digital tools?
- How would you empower educators, leaders, and students to make informed decisions to protect their own personal data and shape their digital profiles?
- How can you show that integrating digital citizenship practices is not an added burden for classroom teachers, but rather essential to daily learning experiences?
- How can you collaborate with educators, leaders, students, and families to foster vibrant, inclusive online learning spaces and promote a healthy balance in their use of technology?