

# Instructional Technology Facilitator Position

## JOB TITLE:

The Instructional Technology Facilitator, in collaboration with the technology/media committee and the tech support aide, is responsible for coordinating, organizing and facilitating the effective utilization of instructional technology within the school setting.

## JOB DESCRIPTION:

Duties of this position include but not limited to:

### 1. Design Related Responsibilities

- a. Incorporate principles of the district technology plan into the development of the school technology plan.
- b. Develop and coordinate implementation of the school technology plan.
- c. Provide for on-going evaluation of the school technology plan and make modifications as needed.
- d. Participate in staff development training provided and/or promoted by the district.
- e. Design, coordinate and provide instructional technology inservice opportunities for school-based personnel.
- f. Recommend budget requirements for an effective school technology plan.
- g. Contribute to the design of the total school curriculum and instructional program.
- h. Provide leadership on the school tech/media committee.
- i. Oversee any support assigned to work with technology/media.
- j. Serve as a member of a district committee for the development of activities, training materials and programs to disseminate technology information and promote cooperation among schools.

### 2. Instructional Consulting Responsibilities

- a. Establish an environment which encourages creative and independent use of instructional technology throughout the school.
- b. Contribute to students' development of skills in the use of instructional technology resources.
- c. Assist educators in planning for the use and integration of technology in the instructional program.
- d. Model effective uses of appropriate instructional technology in the classroom and the school media center for teachers and students.
- e. Assist teachers in the use of computers in their classroom.
- f. Assist teachers in the use of a computer lab, as appropriate.

- g. Assist staff in the use of computer software tools such as word processing, databases and spreadsheets as part of their instruction and records management.
- h. Provide technical assistance to facilitate the use of the local area and wide area networks.
- i. Provide technical assistance to facilitate the implementation of existing and future media technologies such as CCTV, distance learning, optical technology, etc.

### 3. Information Related Responsibilities

- a. Interpret the school's instructional technology program for staff, parents and members of the community.
- b. Provide the staff with information about new technology developments in their specific area of responsibility.
- c. Seek educator and student participation in selection and evaluation of technology materials and equipment to support instructional objectives.
- d. Provide staff with district goals relating to technology.

### 4. Management Responsibilities

- a. Manage the schoolwide instructional management system, if applicable.
- b. Manage the schoolwide computer network, if applicable.
- c. Assist in the provision of a well chosen and up to date collection of technology.
- d. Assist in the organization of technology resources for easy accessibility by students and educators in order to support the school technology program.
- e. Manage the implementation of standard inventory and maintenance procedures for technology resources.

### **REQUIRED QUALIFICATIONS:**

1. Bachelor's degree
2. Successful experience in utilization of instructional technology in the classroom.
3. Successful classroom teaching experience.
4. Leadership and organizational skills.
5. Ability to effectively relate to students.
6. Ability to maintain effective working relationships with co-workers.