

Technology Instructional Facilitator

Purpose Statement

The job of Technology Instructional Facilitator is done for the purpose/s of collaborating with teachers and administrators to facilitate the integration of technology into teaching and learning; providing leadership, professional development and instructional support; serving as liaison between schools and District technology initiatives and implementations; providing one-on-one, small group and large group training sessions; maintaining training resources and equipment; providing input and recommendations regarding purchases; assisting in the development and implementation of curriculum and technology integrations projects; participating in the development of site and District technology plans; providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom and coordinating with other instructional facilitators to utilize technology tools and resources in support of quality teaching and learning.

This job reports to Curriculum Director and Technology Director

Essential Functions

- Collaborates in the evaluation, selection and implementation of instructional technology materials and resources for the purpose of assisting with the design and implementation of the District's master plan for technology.
- Collaborates with school officials and District administrators, educators, and staff for the purpose of planning and implementing technology initiatives.
- Collaborates with teachers to compose effective technology-infused, content-based lessons, and supports teachers as they implement the lessons in their classrooms for the purpose of ensuring the efficient use of District technology and compliance with District policies.
- Educates individuals and groups on acceptable use policies/guidelines for staff and students for the purpose of maintaining up-to-date teaching and learning strategies.
- Oversees and coordinates assigned projects and/or program components (e.g. grant tracking, training staff, electronic lesson plan database, teacher survey, etc.) for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Participates in meetings, workshops and/or trainings required for instructional facilitators for the purpose of conveying and/or gathering information required to perform job functions.
- Participates in ongoing professional development related to job responsibilities for the purpose of maintaining expertise in the field.
- Prepares and maintains a variety of files, documents and/or records for the purpose of documenting activities and complying with mandated requirements.
- Promotes instructional best practices and the role of technology in them for the purpose of increasing student academic success.
- Provides assistance and training to building instructional staff (e.g. professional development for individuals, small groups, large groups, etc.) for the purpose of integrating technology to support student achievement.
- Researches current technology tools and resources for the purpose of assisting teachers and informing individuals in decision-making.

- Serves on building and District technology committee(s) for the purpose of providing assistance in developing and implementing technology plans.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications including web page editing programs; preparing and maintaining accurate records; planning and managing projects; operating hardware and devices that are frequently found in District classrooms; using mobile device applications; managing/troubleshooting technology tools and resources which impact instruction and learning planning and implementing professional development; strong writing ability; and instructional design skills.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including both hardware and software; create multimedia and digital video presentations and promotions; policies, regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); educational and classroom management software; age appropriate activities/behaviors; community resources; current and emerging technology; curriculum and instructional methods; solve practical technology problems; facilitate group learning opportunities, utilizing methods, procedures, and techniques to setup and maintain technology tools and resources for instruction; promoting use of current and emerging technologies; and methods of instruction and training.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; communication with persons of diverse backgrounds/knowledge/skills; dealing with frequent interruptions; leadership and direction; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Certificate as required by the Wyoming Department of Education

Continuing Educ. / Training

Annual training in Sexual harassment, Blood Borne Pathogens, Bully Prevention and Confidentiality
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade