

Hyde County Schools

DISTRICT TECHNOLOGY FACILITATOR - Stipend

This individual provides training and support to the staff on technology integration. The employee assists with maintaining hardware, software, and network products. This individual also assists in the implementation of the building-level technology plans.

DUTIES AND RESPONSIBILITIES

- Follows a plan for professional development and actively seeks out opportunities to grow professionally
- Works with the principals and school leadership teams to provide access to technology resources
- Coordinate and Support the Instructional Technology - School Leads Professional Learning Community in serving their schools
- Works with school and district staffs in the selection of resources that are compatible with the district goals and school technology infrastructure
- Canvas administration and support for any teacher within the district 6th-12th grade after school via email or virtually
- Seesaw for Schools support for any teacher within the district
- Homebase product support/training (PowerSchool, Schoolnet, PowerTeacherPro, NCEES)
- Provide Professional Development for new and existing district initiatives as available
- Provide support for the central office concerning DLI CEU approvals
- Assist in updating all district digital user agreements and policies based on NCDPI updates and requirements made by the State Board
- Assist with all updating of program rosters and inform others concerning any changes to the programs
- Update the Canvas Course: Hyde County Educator Support where needed
- Attend related DPI meetings as needed (or view recordings)
- Perform other related work as required
- Maintain Professional Learning District Calendar

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computer hardware and common software applications
- Knowledge of copyright as well as other laws and guidelines pertaining to technology
- Knowledge of software copying rights of the school system
- Ability to install and set up software packages that meet the needs of users
- Ability to systematically determine the source of computer problems and take appropriate action
- Ability to train users on the use of equipment and various programs
- Ability to develop clear, effective instructions for users

REPORTS TO: Director of Instructional Programs and Assessments

Approved by the Hyde County Board of Education on September 7, 2021