

JOB TITLE: *TECHNOLOGY INSTRUCTIONAL FACILITATOR & COACH*

DESCRIPTION OF BASIC RESPONSIBILITIES:

The Technology Instructional Facilitator and Coach is responsible for coordinating, organizing, and facilitating, the effective utilization of instructional technology in the classroom and in site media labs; providing site support and coaching to certificated staff. All members of our staff are part of our learning community and, as such, share responsibility for the education and well being of our students.

SUPERVISOR: Superintendent or Designee

TYPICAL DUTIES:

1. Implement the Enhancing Education Through Technology (EETT) Grant in conjunction with the District's Technology Plan.
2. Provide instruction and coaching to certificated staff regarding utilization of instructional technology.
3. Provide demonstration lessons in "targeted" grade levels for certificated staff.
4. Assist educators in planning for the use and integration of technology in the instructional program.
5. Model effective uses of appropriate instructional technology in the classroom and the school media center for teachers and students.
6. Interpret the EETT Grant guidelines for staff.
7. Design and coordinate for on-going evaluation of EETT grant progress.
8. Coordinate the processes of repair requests and ordering supplies.
9. Performs other related duties, as required or assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Knowledge of State Content Standards
- Understands and relates to the needs of English Language Learners
- Knowledge of current research, literature, and programs that positively impact teaching and learning in the implementation of instructional technology
- Knowledge of current research, literature, and programs to provide and support effective staff development
- Knowledge of informational technology
- Knowledge of "troubleshooting" technology problems

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Ability to:

- Establish and maintain effective working relationships with staff, students, and administrators
- Instruct and coach certificated staff
- Express ideas effectively verbally and in writing.
- Interpret student achievement data
- Establish and maintain evaluation reports
- Analyze situation and develop appropriate recommendations.

EXPERIENCE AND QUALIFICATIONS:

- Minimum three years classroom teaching experience
- Possesses CA Credential or equivalent to serve in K-8 schools
- Previous experience instructing English language learners
- Previous experience using technology in the classroom setting

MEDICAL CATEGORY

Physical requirements for position, with or without the use of aids:

- Manual dexterity sufficient to write, use telephone, business machines, and technology
- Vision sufficient to read printed materials
- Hearing sufficient to communicate in person and hold telephone conversations
- Speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and addressing groups
- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical mobility sufficient to move about the work environment
- Drive an automobile
- Respond to emergency situations
- Physical strength to sufficient to lift 25 pounds maximum or carry any object weighing up to 15 pounds
- Physical stamina sufficient to sit, stand, or walk for prolonged periods of time
- Mental acuity to collect and interpret data, evaluation, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.