

## **Technology Facilitator**

### **Purpose Statement**

The job of Technology Facilitator is done for the purpose/s of providing assistance in the development and implementation of instructional technology to meet building level needs.

This job reports to Assistant Superintendent of Academic Services & Continuous Improvement

### **Essential Functions**

- Adhere to all the policies, procedures and regulations of the building and district for the purpose of supporting staff in establishing engaging and meaningful use of technology to exchange instruction, data collection and overall effectiveness within the profession.
- Collaborate with staff for the purpose of providing leadership in the school's use of instructional technology resources to enhance learning.
- Conduct professional development focusing on areas of technology integration for the purpose of enhancing instructional practices and developing 21st century skills.
- Meet once a month with the Director of Technology, Curriculum Facilitators, and the Assistant Superintendent for Academic Services for the purpose of collaborating and addressing the instructional needs of the district.
- Model the effective use of technology in classroom for the purpose of supporting staff in establishing engaging and meaningful use of technology to exchange instruction, data collection and overall effectiveness within the profession.
- Provide assistance with the development and implementation of building and district technology initiatives for the purpose of supporting staff in establishing engaging and meaningful use of technology to exchange instruction, data collection and overall effectiveness within the profession.

### **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 including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; curriculum adoption process; program planning and development; concepts of grammar and punctuation; principles of best social work practices; and adult learning styles.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent 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 to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing****Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Continuing Education Requirements

**Certificates and Licenses**

Valid Certificate Issued by DESE

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

6/16/2020

**Salary Grade**

Certified