

# Hyde County Schools

## INSTRUCTIONAL TECHNOLOGY FACILITATOR

### NATURE OF WORK

This individual provides training and support to the staff on technology integration, the North Carolina Computer/ Technology Skills Curriculum, the North Carolina Technology Competencies for Educators, and administrative applications. The employee assists with identifying, acquiring, and maintaining hardware, software, and network products. This individual also assists in the implementation of the system and building-level technology plans.

### DUTIES AND RESPONSIBILITIES

#### 1. MAJOR FUNCTION: Planning and Facilitating Teaching and Learning

Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology

Models the integration of technology in all curriculum areas

Facilitates school participation in technology programs and activities

Conducts staff development in the areas of technology integration, the North Carolina Computer/Technology Skills Curriculum and the North Carolina Technology Competencies for Educators

Collaborates with the school library media coordinator to provide leadership in the school's use of instructional technology resources to enhance learning

Follows a plan for professional development and actively seeks out opportunities to grow professionally

#### 2. MAJOR FUNCTION: Planning and Facilitating Information Access and Delivery

Implements best practices related to technology use in the school program based on research, pilot programs, and state/national standards

Works with the principal and school leadership team to provide access to technology resources and services of the technology facilitator at point of need

Works with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure

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Assists with planning the design of the technology infrastructure so that information resources are continually available to the school community

Promotes family, business, and community partnerships that support the academic success, career readiness, and general well-being of all children

Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources

Assists in maintaining hardware, software, and network infrastructure  
Serves as the school contact for addressing hardware and software issues

### **3. MAJOR FUNCTION: Planning and Facilitating Program Administration**

Leads, in partnership with the School Library Media Coordinator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program.

Provides leadership and collaborates with the Media and Technology Advisory Committee to develop, implement, and update a school instructional technology plan aligned with the system-level technology plan

Collaborates with teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals

Plays a leading role in the school's budgetary process to ensure funding for the instructional technology program to support school-wide goals

Leads in the ongoing evaluation of the effectiveness of the instructional technology program

Prepares and submits accurate reports as required

Carries out non-instructional duties as assigned and/or as needed to ensure student safety

Performs other related work as required.

### **MINIMUM TRAINING**

Bachelor's degree and North Carolina Teacher certification + 18079 Special Endorsement in Computer Education.

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## ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of equipment and tools including computers, scanners, computer software, computer hardware, printers, sharing devices, etc. Must be able to exert up to 60 pounds of force occasionally, and/or up to 35 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Requires the ability to read a variety of correspondence, technical manuals, newsletters, trade journals, etc. Requires the ability to prepare reports, forms, training materials, system documentation, etc. using prescribed formats.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Requires interpersonal skills, effective communication skills, and teaching expertise needed to train users.

## KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of computer hardware and common software applications.

Considerable knowledge of common operating systems.

Considerable knowledge of networking hardware and software applications, capabilities and limitations, service requirements, and associated costs.

Considerable knowledge of cabling infrastructure and electronic components required for networking.

Considerable knowledge of the school system's long-range technology plan.

Considerable knowledge of copyright as well as other laws and guidelines pertaining to technology.

Considerable knowledge of pre-K – 12 curriculum.

General knowledge of the principles of supervision, organization and administration.

General knowledge of software copying rights of the school system.

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General knowledge of the techniques used in systems analysis and design.

General knowledge of the current literature, trends and developments in the field of technology and networking.

Ability to install and setup software packages that meet the needs of users.

Ability to systematically determine the source of computer problems and take appropriate action.

Ability to perform initial installations or upgrades of computer hardware.

Ability to configure network servers, networking software and required electronic components.

Ability to perform all aspects of network administration such as creating users, maintaining groups, administering security and performing backups.

Ability to troubleshoot problems with network hardware and software.

Ability to evaluate software applications and to make recommendations for improvement.

Ability to schedule and monitor development projects.

Ability to train users on the use of equipment and various programs.

Ability to develop clear, effective instructions for subordinates and for users.

Ability to communicate effectively both orally and in writing.

Ability to maintain complete and accurate records.

**REPORTS TO:** Director of Technology and School Principals

**FSLA STATUS:** Exempt

## **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.