

TECHNOLOGY FACILITATOR

TITLE: Middle School Computer/Technology Facilitator

LOCATION: Administrative Center

SUPERVISOR: Building Principal

SUPERVISES: NA

JOB SUMMARY:

This individual provides training and support to the staff on technology integration. 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.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Collaborates with teachers and other instructional staff to assist in developing 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
- Collaborates with the Library/Media Professional to provide leadership in the school's use of instructional technology resources to enhance learning
- Provides technology instruction to students in the building
- Works with the principal and school leadership team to provide access to technology resources and services of the district technology staff at point of need
- Assist in the selection of resources that are compatible with the school technology plan
- Promotes family 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
- Collaborates with the Media/Library Professional, and District Technology Staff to promote the media and technology program.
- Assist in ensuring the school efforts are aligned with the district technology plan
- Collaborates with teachers, library/media, district technology staff, and students to evaluate and select resources addressing curricular needs and learning goals
- Performs other job-related duties as may be assigned.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: Work requires very infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. The work does require frequent walking and standing.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

BS or BA Degree

EXPERIENCE

Minimum of three years of experience in the field of school technology

Experience and skill with a wide range of hardware and software

Demonstrated ability to integrate technology into the instructional program

OTHER SKILLS AND ABILITIES:

- Excellent communication, presentation, and listening skills.
- The vision, compassion and enthusiasm for effective team leadership to motivate high standards and continuous improvement.
- Knowledge of best practices in school technology.

LICENSES/CREDENTIAL: State of Illinois Teaching Certificate

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by the Superintendent. Twelve month work year

EVALUATION: Following the probationary period, performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of support staff personnel.