



TECHNOLOGY FACILITATOR

DIRECTLY RESPONSIBLE TO

Coordinator of Educational Technology

PRIMARY FUNCTION

Assist the Educational Services Department and Information Systems Department with coordination of and responsibilities for instructional use of computers and technology

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identify and organize instructional technology curriculum and resources
- Assist in planning and conducting District instructional technology education programs, webinars and workshops for classified and certificated staff
- Provide training and support for teachers and principals
- Develop and implement professional development options for teachers to access instructional technologies support, resources, and tutorials at both the elementary and middle school levels.
- Function as liaison to parent and community groups addressing instructional technology
- Assist in preparation of local, state, and federal grants related to the District Technology Plan
- Cooperate with coordinators in other curriculum areas and IMC to ensure an articulated curriculum and to develop and implement cross-disciplinary programs, as appropriate
- Participate in professional activities, conferences, and research related to instructional technology
- Assess district-wide quality of the instructional technology program and develop proposals for program improvement
- Develop, update, and maintain District policies related to instructional technology, Internet use, Digital Citizenship, etc. per legal requirements and District needs
- Create a program to build capacity for integration of curriculum in the classroom. Assist individuals and groups of teachers in providing methods and materials in planning lessons for students involving instructional technology (curriculum integration)
- Assist in evaluating and approval of uses of software, hardware, and other materials related to instructional technology
- Assist teachers in the use of instructional technology, as appropriate
- Assist principals and other administrators as a liaison to the Coordinator of Educational Technology in implementing District and school instructional technology plans
- Develop and oversee instructional technology budgets

JOB REQUIREMENTS

- California teaching credential
- Strong background and skills in instructional technology, blended learning, and Google Apps for Education.
- Curriculum leadership experience.
- At least three years successful classroom teaching experience, including the use of educational technology.

- Superior performance as a teacher trainer in the area of technology
- Willingness to become Google certified.
- Knowledge of creating screencasts, videos and websites for instructional purposes.
- Work hours are consistent with normal District Office hours.

SALARY

In accordance with the Certificated Educators' Salary Schedule