



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Instructional Technology Facilitator
SCHOOL/DEPARTMENT	Elementary Instruction/Federal Programs – Curriculum and Instruction
SALARY	Teacher salary schedule plus local supplement
FLSA STATUS	Exempt
REPORTS TO	Director of Literacy and Professional Development/CAO
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday; must be able to work <i>some</i> late evenings and some weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Instructional Technology Facilitator is responsible for providing leadership in the integration of technology and information literacy within the instructional program by designing, developing, implementing, supervising and coordinating both the instructional technology and library media programs. As such, the Instructional Technology Facilitator facilitates the use of technology in the classroom, which increases student use and impacts student achievement.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of hardware (including peripheral equipment) and instructional software, multiple hardware platforms, network architecture and cabling techniques
- Advanced knowledge of communication and network technology

- Advanced knowledge of library media programs, OCS instructional programs and instructional strategies
- Considerable knowledge of federal, state, and local policies and procedures regarding instructional technology
- Considerable knowledge of the current literature, trends and developments in the field of instructional technology
- Considerable knowledge the North Carolina student computer competency requirements when they exist
- Considerable knowledge of the appropriate uses of technology for instruction in various subject areas
- Considerable knowledge of current trends in multimedia, telecommunications, and popular software packages used for word processing, spreadsheet and database applications
- General knowledge of the principles of supervision, organization and administration
- General knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations
- Ability to evaluate the effectiveness of programs and make recommendations for improvements
- Ability to develop long term goals and objectives
- Ability to evaluate the performance of hardware and software and make recommendations for improvement
- Ability to organize and deliver staff development opportunities that support the use of technology in education
- Ability to exercise independent judgment in directing the work of subordinates and in making technical decisions
- Ability to establish and maintain effective working relationships with associates and user
- Ability to prepare reports and communicate technical information effectively both orally and in writing
- Ability to develop and administer budgets
- Ability to maintain complete and accurate records and to develop meaningful reports
- Ability to effectively express ideas orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in the area of Computer Science, Technology Integration, Curriculum Development, Administration or other related field
- Five (5) years minimum experience as a classroom teacher, public school principal, and/or Central Office Administrator
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- NC Teacher Certification in related field
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Master's Degree or higher from an accredited institution in Curriculum Development, Public School Administration, or related field
- NC School Administrator Certification
- National Board Certified Teacher in related field
- Seven (7) or more years serving as a public school classroom teacher, public school principal, and/or Central Office Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate, support and promote the instructional technology and library media programs
2. Design materials for use in classroom instructional integration activities
3. Serve as a state-of-the-art expert in the field of instructional technology and information literacy
4. Provide assistance, support and coaching to promote and facilitate the use of technology and information literacy in instruction
5. Provide guidance to school administrators regarding the implementation of effective instructional technology and library media programs
6. Conduct observations of instructional technology specialists and library media specialists
7. Assist with establishing professional growth activities to meet individual and programmatic needs
8. Observe teachers as requested by building administrators and provide feedback regarding appropriate use of instructional technology
9. Coach for improvement the performance of digital learning coaches incorporating input from the building administration
10. Assist with the interview process and selection of candidates seeking employment as digital learning coaches and library media specialists
11. Plan and conduct professional learning in the use of instructional technologies and information literacy
12. Maintain a variety of records related to instructional technology including software licenses purchased by the district, research database statistics and purchases, training opportunities and other reports as necessary
13. Provide support for division-wide instructional technology implementations
14. Evaluate instructional software, equipment, and services for possible purchase
15. Conduct research into new techniques aimed at improving learning through technology integration
16. Provide recommendations relating to facilities planning, instructional technology and library media purchases
17. Assist with the design of instructional technology and library media settings to facilitate the integration of technology and information literacy into the instructional program
18. Adhere to and communicate copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
19. Conduct staff development in the areas of technology integration, the NC Computer/Technology Skills Curriculum, and the NC Technology Competencies for Educators
20. Participate in office and department work groups and projects
21. Perform additional duties as assigned by the Director of Literacy and Professional Development and/or Chief Academic Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*