

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

INSTRUCTIONAL TECHNOLOGY [FACILITATOR] SPECIALIST

SALARY SCHEDULE: INSTRUCTIONAL

**COST CENTER: [SCHOOL IMPROVEMENT AND STAFF DEVELOPMENT (9053)]
SHARED PROFESSIONAL SERVICES DEPARTMENT (9019)**

QUALIFICATIONS:

- (1) Possess a Bachelor's degree.
- (2) Possess a current and active Florida Teaching Certificate.
- (3) Minimum three years experience working with [Macintosh OS and/or] Windows OS and instructional software in a classroom environment.
- (4) [Minimum of two years of experience working as a school ITF.]
- (5) [Experience in coordinating retrofits.]
- (6)(4) Provide written documentation that demonstrates the use of a variety of training materials in the area of the integration of learning technologies.
- (7) [Provide a graded ten minute presentation on a particular training topic on the integration of technology.]
- (8)(5) Minimum of three years classroom experience in the utilization of curriculum-based technology.
- (9)(6) Minimum of two years experience using computers, networks, gateways, e-mail, multimedia materials and training, as they relate to technology.
- (10)(7) Demonstrate experience via written documentation, which displays leadership and organizational qualities.
- (11)(8) Provide written samples of newsletters, letters, etc., that demonstrate written communication skills.

KNOWLEDGE, SKILLS AND ABILITIES:

[Ability to train staff in the use and curriculum integration of technology. Knowledge of computer applications and new technologies. Knowledge relating to operating systems. Ability to produce professional-quality materials for print and electronic dissemination. Ability to create and execute online course materials. Ability to produce organized electronic documentation of ordering, inventory, and maintenance. Ability to work cooperatively with individuals and groups. Ability to communicate effectively, both orally and in writing. Flexibility. Ability to prioritize. Organizational skills. Ability to guide others effectively. Ability to provide training and consulting services to schools and departments.]

Knowledge of planning, authoring, implementation, and evaluation of technology integration training resources for staff training. Expertise in technology integration into the curriculum. Knowledge of best practices, appropriate assessment strategies and current literature regarding educational technology and training. Ability to collaborate with school and district facilitators regarding use and development of technology integration training resources. Database and record keeping skills. Positive communication skills. Listening skills. Organizational and time management skills. Flexibility. Conferencing skills. Synthesizing and distribution of

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information. Strong Project Management skills. This position will be supervised by the Director of Instructional Technology.

REPORTS TO:

[Supervisor, Instructional Technology] Director of Instructional Technology

JOB GOAL

[To provide training and assistance to district staff in the planning, development, implementation and integration of technology into instruction to impact student achievement.] To support schools and their staff through district Instructional Technology Application Project Management activities. To provide leadership to the Instructional Technology Trainers regarding training issues relative of technology integration into daily instruction. To model best practices on instruction and technology integration. To promote student and staff digital literacy skills, provide essential digital resources and leadership needed to better serve the targeted student groups, and to promote annual district technology goals and the Classroom Technology Equity model. .

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) [Train staff at all levels in the use of technology equipment, district software applications, and district online resources.] Coordination of team planning and action plan development for district Instructional Technology Trainers. Oversees and/or offers school technology professional development activities by cadre of district Instructional Technology Trainers.
- * (2) [Coordinate and support the Instructional Technology Training Center.] Coordinates Project Management duties on Instructional Technology applications and services as assigned by supervisor. Demonstrates best practice Project Management skills and Change Management Skills.
- * (3) [Administrative management of district classroom-based technology training sessions including course registration, confirmation, scheduling, advertisement, training and trainer contracts.] Coordinates technology professional development activities to schools based on district leadership goals, department technology training initiatives, and/or school requests.
- * (4) [Coordinate and facilitate monthly ITF training sessions.] Provides/coordinates direct technology training to department and schools in specific areas of program expertise.
- * (5) [Coordinate database of equipment for Office of Instructional Technology.] Assist in the collaboration planning between district Instructional Technology leadership and school administration in the annual setting of training goals and objectives.
- * (6) [Coordinate technology ordering for the needs of the Office of Instructional Technology.] Provide leadership in direction and training for appropriate staff development activities.
- * (7) Implement/coordinates training for staff [certified and classified personnel] using various application software under [Macintosh and] Windows platform[s].

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- * (8) Coordinate communication between district technology providers in the area of product maintenance and support.
- * (9) Coordinate or assist in the coordination of district-wide projects and events that support the integration of technology into the curriculum.
- * (10) Work with schools in the evaluation and implementation of instructional technology.
- * (11) Work with schools at the site level to evaluate instructional technology systems and formulate an effective implementation plan.
- * (12) Assist schools in the development of an effective annual training plan designed to better promote the effective utilization of instructional technology resources. This plan will incorporate both instructional and clerical needs of the site and be measured with concrete progress benchmarks.
- * (13) Provide [on-site] training assistance to the ITT [and ITF assistance] in the implementation of district purchased technology resources.
- * (14) [Assist the school technology team in planning retrofit activities. Duties will include communication, preplanning activities, and equipment procedure training.] Participates in personal staff development activities and team planning events.
- * (15) Coordinate workshops, “Train the Trainer” programs, training of teachers, pilot participation, and other opportunities to implement specific programs.
- * (16) Assist in the communication of district technology policies, procedures, training opportunities, etc.
- * (17) [Provide on-site training and ITF assistance in the implementation of the district portal.] Follow attendance, punctuality and proper dress rules.
- * (18) [Coordinate with Professional Development to provide classroom-based in-service to teachers, which promotes integrating technology into the curriculum.] Maintain confidentiality regarding school matters.
- * (19) [Establish and maintain a channel of communication using the district BBS.] Respond to inquiries and concerns in a timely manner.
- * (20) Assist in the development and delivery of online course offerings.
- * (21) Coordinate project management and training of district [negotiated Instructional Learning Systems.] supported Instructional technology systems and resources.
- * (22) [Perform other related duties as assigned by Instructional Technology Supervisor.] Exhibit interpersonal skills to work as an effective team member.
- * (23) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other related duties as assigned by the Director of Instructional Technology.

PHYSICAL REQUIREMENTS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force and needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

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Job Description Supplement No. 12

*Essential Performance Responsibilities