

## **TECHNOLOGY FACILITATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical position that is responsible for the integration of an educational and administrative technology program in a school district. The Technology Facilitator will provide technical assistance, staff development, and research and evaluation of technology equipment and programs. The work is performed under the general supervision of the Director of Technology or equivalent higher level technical administrator. Supervision is not a function of this position.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides instructional support for the implementation of technology-related curriculum initiatives as prescribed in the District Technology Plan;
2. Provides staff development and technology assistance for both teaching staff and administrators/clerical support staff;
3. Researches, evaluates, and recommends to the Director of Technology and other departments regarding technology equipment, software, and other materials and supplies to help implement strategies that support instructional programs and goals;
4. Meets with the School Technology committee or team to discuss direction of technology for the school district;
5. Provides suggestions for curriculum and technology integration as well as technical support to Curriculum Supervisors;
6. Required to stay current with the latest use of instructional technology through the use of professional reference materials including, but not limited to, on-line journals, blogs, and social networking sites;
7. Works closely with district network technicians to implement and test software applications;
8. Conducts on-line technology integration courses using the current management system;
9. Determines software needs for teachers by reviewing content and technical components of requested or available products;
10. Reviews K-12 software with Curriculum Supervisors and perform tests to determine if software operates with current network systems;
11. Works with software application specialist to determine and implement image software for workstations and software subscription services;
12. Participates with Dutchess County BOCES, Mid Hudson Regional Information Center, and other professional organizations and communicates information back to the Director of Technology, other administrative staff, and other media sources in the school district.

## **TECHNOLOGY FACILITATOR** (Cont'd)

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the operation and use of mini and microcomputers and related equipment;  
Thorough knowledge of the latest trends in educational technology and how it can be applied to K-12 curriculum;  
Good knowledge of operating systems;  
Ability to analyze computer hardware and software operations and failures and take corrective action;  
Ability to monitor a Local Area Network (LAN);  
Ability to effectively use computer applications such as spreadsheets, word processing, e-mail, and database software;  
Ability to establish effective relationships with school district personnel;  
Ability to communicate effectively both orally and in writing;  
Ability to instruct and present information in a large group setting;  
Ability to plan and organize;  
Ability to manage multiple assignments and priorities;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Computer Science, Information Technology and Systems or closely-related field AND six months of full-time paid work experience in a school district or other public or private organization that involved staff development technology training.

NOTE: A Master's degree in Education may be substituted for work experience as described above.

DP0326

ADOPTED: 09/26/11

REVISED: 03/02/12

11/25/13