

FACILITATOR/INSTRUCTIONAL TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for instructing and reinforcing knowledge of a variety of P.C. based applications used in educational computer services environment. The employee instructs designated clerical, instructional and administrative personnel within the school district in the use and capabilities of a software program package in areas such as financial services, student testing and evaluation, student services and computer assisted instruction. This position conducts formal training sessions; leeway is given within the instructional aspect of the work, allowing the employee to mold the necessary training to the specific areas of the employee and/or district. The work is performed under the direct supervision of the Director of Technology. Supervision is not a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions 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. Delivers training to instructional staff and administration in one-on-one, small, or large group settings;
2. Assists in the development, revision, and implementation of curriculum, which integrates technology into content areas;
3. Conducts evaluations to assess effectiveness of delivery and content of training sessions and materials;
4. Maintains records and prepares related reports;
5. Organizes, prepares and publicizes training schedules;
6. Conducts needs assessments to determine faculty and staff needs in information technology training, and establishes goals, objectives and priorities;
7. Establishes an environment conducive to achieving these objectives, and which addresses different learning modalities and styles.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of software applications and their integration in an educational setting;
Skill in preparing and evaluating instructional material;
Ability to quickly learn the detailed use of new software packages;
Ability to instruct others in the use of software;
Ability to communicate effectively, both orally and in writing;
Ability to maintain records;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- Either: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or a closely related field AND one year of full-time work experience which primarily involved the use, configuration and customization of personal computer software;
- OR: (B) Three years of the work experience as described above;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

