

**Technology Facilitator/CRT
New Hanover County Schools**

Job Description

Class: Certified

Dept: School

TITLE: Technology Facilitator/CRT

QUALIFICATIONS:

1. Bachelor's degree in education, valid NC teacher licensure with specialized computer courses.
2. Two years of computer related experience or equivalent combination of training and experience.
3. Such alternatives to the above qualifications as the Board of Education may find appropriate.

REPORTS TO: Principal

JOB GOAL: To provide instruction, training and resources in order to facilitate the use of technology in the classroom, this will increase students use and knowledge.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/technology issues.
2. Provide input in the development of a system-wide and building level program that enables students to use technology as a learning mode. Investigate and disseminate information on best practices for technology integration, sources of information on trends, research and applications related to technology use in the school program.
3. Teach demonstration lessons with teacher taking over class instruction after the demonstration. Provide training to teachers in the use of current technology to meet curriculum goals.
4. Maintain current knowledge of technology and instructional practices that relate to the use of technology and student computer competencies as outlined by the state.
5. Provide resource information relating to new techniques and practices that relate to the use of technology and that enable students to use technology as a learning tool.
6. Provide timely resolution of computer problems by providing answers or referrals. Trouble shoots hardware and software problems.

7. Assist in scheduling the use of computer labs or other equipment. Assist users with application development.
8. Provide assistance in the selection, ordering, receiving and installing of new equipment and software. Maintain complete inventory of computers and related hardware and software.
9. Assess the needs and plans for new technology of assigned school(s) and communicates these to appropriate personnel or technology committee.
10. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
11. Strive to maintain and improve professional competence. Participate in development and support of the broad school vision. Teach workshops and mini sessions for staff to earn renewal credit.
12. Perform related duties and responsibilities as requested by the principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/FLSA Exempt

Starting Salary and/or Grade: Salary based on state salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school staff, students, and parents while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Demonstrate considerable knowledge of computer technology, multiple hardware platforms, network architecture and cabling techniques.
- Considerable knowledge of multimedia, telecommunications, and popular software packages used for word processing, spreadsheet and database applications.
- Ability to organize and deliver staff development opportunities that support the use of technology in education.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.