

<p>ST. TAMMANY PARISH SCHOOL BOARD Department of Personnel Job Description</p>	<p>Division: Support Services Department:</p>
--	--

Title: Instructional Technology Facilitator (FLSA Exempt)

Performance Responsibilities: Design and Evaluation - Assumes responsibilities for the design and evaluation of instructional technology integration training for the School System

- Defines and implements strategies to facilitate the integration of instructional technology into the classroom curriculum
- Plans, develops, and conducts professional development activities to train teachers, staff, and administrators in the use of instructional technology
- Facilitates the development and implementation of school technology plans and school improvement plans as they relate to the use of technology in support of student achievement
- Collects teacher input for instructional technology training needs
- Participates in the evaluation of the instructional technology integration training workshops, helps in developing recommendations for improvement of training, and initiates actions required to bring about the desired change

Any and all duties as assigned by Assistant Superintendent of Curriculum and Instruction

Leadership - Assumes leadership in providing support and professional development that will enhance all schools' use of instructional technology for improved instruction and student achievement.

- Communicates with teachers about instructional technology training, equipment, software, curriculum materials, instructional video, and other technology resources
 - Provides assistance in the integration of instructional technology into the classroom curriculum
 - Conducts instructional technology workshops for teachers at schools and follow-up classroom visitations
 - Performs classroom demonstrations of technology rich lesson plans
 - Serves as representative to instructional technology curriculum projects
 - Works with teachers and school committees on instructional technology issues
 - Confers with principals and others on instructional technology issues
 - Orients new teachers in the integration of instructional technology into the classroom curriculum
 - Provides one-on-one support in curriculum development and technology use to teachers
 - Visits assigned schools and work in the classroom with teachers providing information, assistance, model lessons, and inservice training regarding the use and integration of instructional technology into the curriculum
- Assists teachers and schools with ongoing assessment of the impact which instructional technology has upon instruction and student learning

Management - Implements practices and procedures to maintain effective integration of instructional technology in the classroom curriculum.

- Assists in collecting, processing and utilizing resource materials, software, and equipment
- Keeps school personnel informed of current trends and developments in the instructional technology field
- Disseminates district and regional instructional technology training opportunities to teachers
- Recruits and enrolls teachers in district and regional instructional technology training classes
- Recruits and enrolls teachers in prerequisite classes for LA INTECH

Recruits and enrolls teachers in LA INTECH classes

Student Services - Initiates practices designed to promote the success and well being of students.

- Analyzes pupil progress and teaching methods related to the use of instructional technology in the classroom

School / Community Relations - Initiates practices designed to provide effective school /community relations.

- Serves as a resource person to interested groups in the community relative to the use of instructional technology in the classroom curriculum

Professional Development - Plans for professional self development.

- Uses evaluations to grow professionally
- Participates in activities that will facilitate professional growth and development
- Makes use of recommendations for improvement

Minimum Qualifications:

- United State citizen or authorized alien
- Louisiana Teaching Certificate
- Master's degree from accredited college/university in education is preferred.
- Five years of successful school experience in appropriate areas, three (3) of which must be during the 5 year period immediately preceding appointment to the position
- Demonstrated success as a classroom teacher with knowledge and mastery of a variety of effective instructional strategies using technology
- Demonstrated ability in the use of a variety of instructional technologies and software applications through course work, workshop participation and presentation, and completed projects and products
- Ability to use Windows and Macintosh operating systems and common instructional technology equipment effectively
- Demonstrated ability to use common classroom productivity, multimedia, communications, and instructional software
- Ability to support learning and curriculum delivery, and develop effective technology rich lessons
- Ability to develop and conduct instructional technology inservice workshops.
- Ability to evaluate software and hardware and make recommendations for its use in the classroom curriculum
- Possess physical skills and stamina to perform job functions, tasks, and duties

Term of Employment: _____ months a year

Reports to: Assistant Superintendent of Curriculum and Instruction or designee

Job Goal: To develop ways in which the school's and district's objectives may be better achieved in regard to the use of instructional technology in the curriculum. This is not a supervisory position.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.