



## Job Description

# BUILDING TECHNOLOGY FACILITATOR

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**Reports To:** Principal/Assistant Principal

**FLSA Status:** Non-Exempt

**Work Year:** 11-month

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## JOB SUMMARY

The Building Technology Facilitator / STEAM Coordinator uses predetermined lessons to deliver an instructional program to individuals, small groups, and large groups of students. The incumbent prepares the instructional materials, as well as the classroom, for the delivery of lessons predominantly centered on STEAM (Science, Technology, Engineering, Art and Math). Maintains classroom management and discipline and conducts planned activities without direct teacher supervision. Also provides supervision of student activities in order to ensure that the school maintains a safe and orderly environment.

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## EXPECTATIONS BY SCHOOL:

### Columbia City Elementary

1. Inventory all technology
2. Support staff for repairs and maintenance for district provided technology
3. Assist with technology set-up for new classrooms and special events
4. Support teachers with district/building-purchased online programs
5. Ensure that computers are ready for state testing
6. Manage STEM activities during lunch recess (library media specialist should be present)
7. Support staff with creating teacher webpage
8. Resource/consultant (with administrator direction) for technology needs

### Lewis & Clark Elementary

1. Facilitates STEAM lab for classes on a designated schedule
2. Manages the STEAM calendar for teachers to sign up for times to take their students to the STEAM lab when the incumbent is not in the building
3. Provides sheltered recess in the STEAM lab
4. Assists teachers with tech needs when on site
5. Assists the librarian with management and checkout of chromebooks

### McBride Elementary

1. Facilitates STEAM lab for classes on a designated schedule
2. Manages the STEAM calendar for teachers to sign up for times to take their students to the STEAM lab when the incumbent is not in the building
3. Provides sheltered recess in the STEAM lab
4. Assists teachers with tech needs when on site
5. Assists the librarian with management and checkout of chromebooks

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*Note: Days/times at specific school locations will be determined by building principals.*

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**ESSENTIAL JOB FUNCTIONS**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Assists in the academic instruction and presentation of instructional materials by individually working with small groups of students, or individual students:
  - a. Reinforcing and adapting instruction;
  - b. Monitoring and overseeing student tasks, practices and assignments with various lessons
3. Independently implements planned activities using designated methods and materials for individuals and small groups for the purpose of instruction.
4. Prepares and implements instructional materials using all available technology.
5. Organizes the classroom by setting up work areas and displays and distributing and collecting paper, supplies and materials.
6. Provides assistance to students as the students review and complete classroom assignments, homework, and projects.
7. Encourages acceptable student behavior and maintains classroom discipline. Guides and reinforces student understanding of classroom rules and procedures. Independently implements individual and group behavior plans.
8. Assists students by answering questions, providing proper examples, and offering general guidance.
9. Performs a variety of clerical duties using basic office equipment, computers, word processing software, spreadsheets, classroom software, and classroom computer programs;
  - a. Preparing inventory of computer based equipment
  - b. Ordering, preparing, administering and correcting instructional materials as they pertain to the Building Technology Facilitator/STEAM Coordinator role
  - c. Generating computer documents and duplicating materials
  - d. Preparing lists and other documents, processing forms and applications
  - e. Assembling materials, preparing individual profile charts, accounting for students
  - f. Compiling information and materials and preparing reports as requested
10. Works with accuracy and attention to detail to meet deadlines.
11. Understands and executes oral and written instructions, policies and procedures.
12. Maintains confidentiality.
13. Maintains effective working relationships with other staff members, students, and parents. Effectively works and communicates with students, parents, and staff from diverse cultures or backgrounds including those who speak limited or no English.
14. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Saint Helens School District policies and procedures, and all required District and department training.
15. Assist teachers with troubleshooting technology issues as they arise.
16. Coordinate and monitor use of STEAM Lab calendars.
17. Coordinate and Inventory all technology in the elementary schools.
18. Ensure all classrooms have the standard technology suite dedicated by the District's IT department. Works with the IT department and help desk on hardware repairs/requests.
19. Coordinates online programs. Online programs used at school sites must have the approval of the building principal prior to entering into a contractual obligation with a vendor for a trial and/or purchase agreement.

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**SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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**QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Associates degree preferred. In lieu of an associates degree the following qualifications will be considered:
  - a. Pas experience working in a high tech position
  - b. Working knowledge of instructional technology
  - c. High school diploma or GED
  - d. Ability to pass the ParaProfessional exam
2. Have the ability to use technology as a part of everyday functions in the workplace in order to share with students.
3. Must possess an understanding of child development principles and practices.
4. Must be able to communicate effectively with other employees and students using tact, courtesy and good judgment.
5. Must be able to collect data and perform basic mathematical functions.
6. Must be able to communicate in written and spoken English with accuracy and attention to detail. Ability to understand and execute oral and written instructions.
7. Must be able to operate standard office equipment such as computer, word processor, calculator and photocopier.

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**SALARY**

As negotiated in the OSEA agreement.

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**EVALUATION**

As negotiated in the OSEA agreement.

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**PHYSICAL DEMANDS & WORKING CONDITIONS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The STEAM Coordinator works primarily within the classroom and other areas of the school building and grounds where students may congregate. Although the primary work is indoors, frequently works outdoors supervising students in variable weather conditions including inclement weather.

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The incumbent must be able to stand and/or walk for long periods of time. The incumbent must be able to observe multiple students across large and small physical spaces and attend to individual student's needs while ensuring that other students are not unattended. The incumbent will need to walk quickly at times, and assume various physical postures associated with instruction and caring for students, including:

1. Sitting
2. Pushing and pulling
3. Lifting up to 75 lbs.
4. Bending, stooping, twisting, kneeling, reaching
5. Speaking and hearing often in a noisy environment

Potential exposures include, but are not limited to: blood-borne pathogens; aggressive behavior from students; cold and hot temperatures as well as inclement and severe weather. Involves a high level of interaction with children from multiple and diverse backgrounds, many of whom have particular or unique physical and affective needs. Travel to multiple sites may be required. Occasional attendance at meetings or activities outside of the normal worksite may be required.

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**WORKING ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work environment combines standard office settings including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high. Employees may be exposed to bloodborne pathogens.

The noise level in the work environment is usually low.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 2023

I have read and understand this job description.

**St. Helens School District  
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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_