

Wentzville R-IV School District
Position Description
Locator: 9.05

Position Title: Technology Facilitator/Coach
Reports To: Director of Technology

SUMMARY

Models, trains and instructs District staff in the utilization and integration of computer hardware, software, and related technologies in order to improve student learning and achievement through the District's established curricula.

QUALIFICATIONS/REQUIREMENTS

Current teacher certification and at least five (5) years of teaching experience. Knowledge and experience with using instructional technology in the classroom. Basic understanding of technology hardware, software and network resources.

ESSENTIAL JOB DUTIES

- Provides training for teachers across grade levels/content areas so that they become comfortable with technology and are able to integrate that technology into the District's curricula.
- Reviews and evaluates developments in educational technology and relates such information to District staff.
- Assists in selection, integration and implementation of software into the instructional program.
- Performs technical training and presentations.
- Serves as a technology resource to curriculum projects and participates in integration development.
- Provides regular opportunities for staff development in the use of computer hardware, software, and related peripherals.
- Visits schools and works with staff (individually and in groups) in the utilization of instructional technology.
- Works with curriculum committees to develop and procure computer related technology to meet instructional needs.
- Assists in developing and implementing an on-going technology staff development program, working with the Professional Development Committee and the District Technology Committee.
- Maintains a record of training activities.
- Assists in the development and interpretation of the District's educational technology curriculum and Technology Plan.
- Assists faculty/staff in creating and maintaining District web pages.
- Provides basic technical support when necessary.

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- Coordinates technology training with outside vendors.
- Produces appropriate training materials (booklets, electronic forms, web pages, videos, etc.).

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Directory of Technology or the designee.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District policies for instructional staff. Days in excess of the established work calendar shall be payable at the employees regular daily rate.

EVALUATION

Performance in this position will be evaluated annually in accordance with District policy on the evaluation of instructional staff.