



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:**                      **INSTRUCTIONAL TECHNOLOGY FACILITATOR**

**REPORTS TO:**                      Principal & Director of Technology

**JOB DESCRIPTION:**

The Instructional Technology Facilitator supports the integration of technology into teaching and learning by training staff, modeling best practices, and helping implement both school- and district-level technology initiatives. This individual collaborates with teachers, school library media coordinators, and leadership teams to enhance instructional practices using digital tools aligned with ISTE standards. Responsibilities also include planning professional development, supporting technology infrastructure, and helping maintain compliance with laws and standards related to instructional technology.

**QUALIFICATIONS:**

- High School Diploma or equivalent
- Valid North Carolina Teaching license (required)
- License 077- Instructional Technology Specialist- Computers (preferred)
- 3-5 years of successful classroom teaching experience

**ESSENTIAL JOB FUNCTIONS:**

- Collaborates with teachers to design and implement technology-integrated curriculum and lesson plans

- Models' effective technology use across all subject areas to improve student outcomes
- Leads in-person and online professional development on technology integration and instructional standards
- Supports the use of ISTE standards and NC Technology Competencies for Educators in classroom instruction
- Works with library media coordinators to enhance learning through digital resources
- Participates in developing and maintaining school and district technology plans
- Assists in planning and supporting one-to-one learning, online learning, and video distribution initiatives
- Guides the selection of technology resources aligned with infrastructure and curricular needs
- Advises on copyright, digital citizenship, and ethical use of digital materials
- Facilitate partnerships with families, businesses, and the community to support student learning
- Evaluations and reports on the effectiveness of technology programs and resources
- Serves as a liaison between teachers, school leadership, and district-level technology staff
- Stays current technological trends and continually seeks opportunities for professional growth
- Strong understanding of Pre-K-12 curricula and how to integrate technology to enhance instruction across grade levels
- Proven experience delivering professional development, including creating and teaching online courses for educators
- Proficiency with a range of technology platforms, including Windows OS, macOS, iOS (iPads/iPods), and interactive whiteboards
- Effective communication and interpersonal skills to collaborate with educators, administrators, and support staff
- In-depth knowledge of educational technology tools and resources to support digital learning and instructional innovation

**WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**