



JOB TITLE: Instructional Technology Facilitator

QUALIFICATIONS:

- Bachelor Degree (Master's Preferred).
- A minimum of five (5) years of experience in the field of education.
- A minimum of two years of experience working in a training capacity.
- Experience in working with adult learners and delivering large scale training.
- Illinois Teacher certification required.
- Specialized training/expertise in Instructional Technology.
- Strong leadership and planning ability; ability to communicate effectively both orally and in writing; ability to develop effective interpersonal relationships; strong organizational skills; ability to take initiative.

REPORTS TO: Director of Teaching and Learning

ESSENTIAL FUNCTIONS:

Provide support and training in order to assist the staff in designing suitable learning opportunities that integrate technology, as well as address the needs of diverse learners.

PERFORMANCE RESPONSIBILITIES:

- Demonstrate an in-depth understanding of technology operations and concepts
- Implements best practices related to technology use in the school program based on research, pilot programs, and state/national standards
- Works with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure
- Conducts staff development for the administrative application of technology integration throughout curricular activities
- Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology
- Models the integration of technology in all curriculum areas
- Facilitates school participation in technology programs and activities
- Follows a plan for professional development and actively seeks out opportunities to grow professionally
- Collaborates with the Director of Teaching and Learning in order to provide guidance in the school's use of instructional technology resources

WORK 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 those essential functions.

TERMS OF EMPLOYMENT: Work twelve (12) months. Salary shall be established by the Board of Education after consideration of the recommendations of the Superintendent.

EVALUATION: Evaluated annually by the assigned administrator.

Approved by the Board of Education on the _____ day of _____ 2015.