



## **Technology Facilitator**

**Terms of Employment: 10-months**

**Exemption Status: Non-Exempt**

**Salary: \$27,491 - \$45,837**

**ASFCME Scale: UA3 Grade 10-11**

### **EDUCATION, QUALIFICATIONS, SKILLS, KNOWLEDGE, ABILITIES**

- High School diploma and Associate of Arts Degree (48 College credit hours) or pass the ParaPro Assessment.
- Strong Computer literacy skills.
- Understanding of Microsoft Office Suite and instructional software, and the ability to learn new software programs as required.
- Familiar with the Internet, Internet searching and using the Internet for instructional purposes.
- Ability to manage a computer lab environment.
- Good human relations skills. Ability to work well with elementary students and teachers.
- Good oral and written communication skills.
- Ability to collaborate with others, follow up and work independently.

### **ESSENTIAL JOB FUNCTIONS**

- Works with students in the computer lab on a daily basis.
- Collaborates regularly with teachers and Instructional Leadership Team to implement instructional activities in the computer lab that support, extend and enhance the essential curriculum being taught in the classroom.
- Attends regularly scheduled training to learn, develop and share integration activities and to explore software and hardware issues required for the position. (Understanding the computer lab network and all instructional software and other software and hardware including, but not limited, to Microsoft Office Suite, Inspiration, digital camera, scanner, photo editing, etc.)
- Sets up and manages all instructional software programs in the computer lab.
- Troubleshoots and maintains the computer lab hardware.
- As a member of the school's Technology Team, assists with instructional technology support for teachers in the building. Assists teachers in understanding the instructional uses of software, learning new software, and setting up and implementing instructional activities in the computer lab to support classroom instruction.
- Performs other duties as assigned by the school principal.
- Regular on-time attendance.

### **ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS**

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach

with hands and arms, talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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