Technology Facilitator Job Description

In North Carolina, the school's technology facilitator is the key instructional technology specialist for the school.

CERTIFICATION: NC Teacher Licensure + 18079 Special Endorsement in Computer Education

REPORTS TO: Principal and Technology Supervisor

PURPOSE: This individual provides training and support to the staff on technology integration, the North Carolina Computer/ Technology Skills Curriculum, the North Carolina Technology Competencies for Educators, and administrative applications. The employee assists with identifying, acquiring, and maintaining hardware, software, and network products. This individual also assists in the implementation of the system and building-level technology plans.

DUTIES AND RESPONSIBILITIES

1. Planning and Facilitating Teaching and Learning

- 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

- Conducts staff development in the areas of technology integration, the North Carolina Computer/Technology Skills Curriculum, and the North Carolina Technology Competencies for Educators

- Collaborates with the school library media coordinator to provide leadership in the school's use of instructional technology resources to enhance learning

- Follows a plan for professional development and actively seeks out opportunities to grow professionally

2. Planning and Facilitating Information Access and Delivery

- Implements best practices related to technology use in the school program based on research, pilot programs, and state/national standards

- Works with the principal and school leadership team to provide access to technology resources and services of the technology facilitator at point of need

- Works with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure

- Assists with planning the design of the technology infrastructure so that information resources are continually available to the school community

- Promotes family, business, and community partnerships that support the academic success, career readiness, and general well-being of all children

- Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources

- Assists in maintaining hardware, software, and network infrastructure

- Serves as the school contact for addressing hardware and software issues

3. Planning and Facilitating Program Administration

- Leads, in partnership with the School Library Media Coordinator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program.

- Provides leadership and collaborates with the Media and Technology Advisory Committee to develop, implement, and update a school instructional technology plan aligned with the system-level technology plan

- Collaborates with teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals

- Plays a leading role in the school's budgetary process to ensure funding for the instructional technology program to support school-wide goals

- Leads in the ongoing evaluation of the effectiveness of the instructional technology program

- Prepares and submits accurate reports as required

- Carries out non-instructional duties as assigned and/or as needed to ensure student safety