



## Thompson School District Classified Job Description

**Job Title:** School Technology Facilitator **FINAL**  
**Prepared Date:** February 23, 2017  
**Work Year:** 177 days  
**Department:** Learning Services  
**Reports To:** Principal  
**Benefits include:** Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

### **ABOUT THOMPSON SCHOOL DISTRICT:**

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at [thompsonschoools.org](http://thompsonschoools.org) to learn more.

**SUMMARY:** Assists staff and students in technology related activities including instruction, clerical, logistical and technical support. Responsible for implementing current and future school and district technology plans.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Instruct students in computer literacy and variety of computer and technology applications.
- Supervise students on duty before and during school hours.
- Plan with teachers and work with students to support established curriculum using multiple technologies to enhance learning.
- Responsible for security and integrity of technology equipment.
- Manage instructional local area network. Responsible for hard disk management of instructional computers.
- Troubleshoot and diagnose problems with equipment and determine proper course of action.
- Facilitate use of new and existing software.
- Integrate core curriculum with appropriate hardware, software and other technology resources.
- Customize software parameters to meet specific instructional needs of teachers and learning needs of students.
- Stay abreast of current trends in technology through research reading and attending workshops and conferences.
- Maintain computer hardware, software and related technology in working order and arrange for repairs as needed. Upgrade existing equipment to meet current needs.
- Configure and set up hardware, software and peripherals.

- Locate technology related instructional materials for staff and students.
- Maintain on-going inventory of computer hardware and related technology equipment.
- Maintain current catalog of all computer software.
- Process all new hardware, software and related technologies.
- Enforce copyright regulations and other products.
- Perform other duties as assigned.

**JOB QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*KNOWLEDGE, SKILLS, and ABILITY:*

- Basic math, writing, communication, and accounting skills.
- Ability to work with students and teachers.
- Operating knowledge of personal computer preferred at hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:**

Directly supervises students. Spends 51% - 75% of time conducting supervisory responsibilities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work, addressing complaints and resolving problems and training students and teachers.

*EDUCATION AND TRAINING:*

High school diploma or equivalent, plus specialized courses in technology or computer related field, or equivalent combination of education and experience.

*EXPERIENCE:*

0 – 2 years experience in basic computer skills.

*CERTIFICATES, LICENSES, & REGISTRATIONS:*

None required.

*SAFETY TO SELF AND OTHERS SAFETY TO SELF AND OTHERS:*

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stand or walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

***EQUAL EMPLOYMENT OPPORTUNITY:***

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.**