



LITS TECHNOLOGY INTEGRATION FACILITATOR

Classification: Certificated

Location: CRC

Reports to: LMS Director II

FLSA Status: Exempt

Bargaining Unit: EEA

This is a standard position description to be used for certificated facilitator positions with similar duties, responsibilities, classification, and compensation. Teachers assigned to the position description may or may not be assigned all the duties identified herein.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

The LITS Technology Integration Facilitator works under the direction of the LITS department in the implementation of Integrated Technology Plan. This position will provide support and targeted training/coaching developed by the LITS department throughout different staff groups including utilizing hardware, software, and cloud-based environments. The facilitator's ability and skill in leading large and small group professional development will be key to increasing effective utilization of technology.

Part II: Supervision and Controls over the Work

The LITS Technology Facilitator works under the direction of the LITS department and LMS Directors in the implementation of the Integrated Technology Plan.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Advance foundational understanding of all staff in district-adopted technologies including day-to-day operational knowledge of classroom hardware, student information system, grading software, learning management system, online meeting platform, classroom management platform and various key instructional applications.
2. Assist staff in effectively using technology in measurable and sustainable practices aligned with the Integrated Technology Plan.
3. Demonstrate a deep understanding of adult learning needs through effective large group facilitation, small group process guidance, and individual coaching.



LITS TECHNOLOGY INTEGRATION FACILITATOR

4. Demonstrate skill as an exemplary classroom instructor incorporating research-based best practices, standards-referenced instructional design, and educational standards into instruction.
5. Design engaging lessons and materials for LITS department professional development activities including multiple formats: asynchronous, synchronous, and face to face delivery.
6. Educate staff on digital citizenship, internet safety and data security and privacy policies and procedures including the process for approving digital tools and supplemental curriculum to assure resources enhance teaching and learning and are compatible with school technology, infrastructure, and data security policies.
7. Execute Integrated Technology Plan activities under the direction of Learning Management Services (LMS) directors.
8. Keep current with the latest technology tools and resources, instructional practices, coaching skills, and other skills necessary for this work.
9. Maintain a high degree of integrity, diplomacy, and confidentiality.
10. Participate in meetings, trainings and planning sessions as directed by the LITS department to gather information required to perform job functions.
11. Use state educational technology standards and technology integration strategies during professional development to enhance participant learning and model effective practices.
12. Work among peer teachers as a leader who demonstrates a growth mindset, invests in own professional development, and change management.
13. Work with LMS Directors to plan for and schedule supplemental contract activities (I.E. summer and extended day) in support of the Integrated Technology Plan.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience in working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Successful completion of a teacher certification program at an accredited college or university, and valid Washington state certification(s).
3. Five years of successful experience as a teacher.
4. Experience working with adult learners.



LITS TECHNOLOGY INTEGRATION FACILITATOR

5. Commitment to collaboration and teaming and effectiveness in working within a professional learning community.
6. Knowledge and skill in culturally responsive teaching and learning.
7. Evidence of continuous professional learning and a commitment to participate in professional growth opportunities and self-reflection on professional practice.
8. Skill and ability to lead adult professional learning and coach peers in instructional best practices.
9. Knowledge and skill in leveraging Office 365 and Google core applications, Adobe Creative Cloud core applications, and Canvas course development features.
10. Knowledge and skill in data privacy, security, and application management

Part V: Desired Qualifications

1. Master's degree.

Part VI: Physical and Environmental Requirements of the Position

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

Frequently required to sit, talk, move about, hear and speak, and be visually observant of classroom behavior and learning activities. Regularly lift and carry items weighting up to 50 pounds or more and occasionally lift, restrain, or move up to 100 pounds – most typically when required to intervene in student safety issues. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Noise level in work environment is usually moderate, or consistent with subject being taught, but can be abnormally loud on occasion.

May occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. May be exposed to blood or other potentially infectious materials during course of duties. May be exposed to infectious disease as carried by students. May be required to travel on school owned or leased vehicles while supervising and assisting students.