



# INSTRUCTIONAL TECHNOLOGY FACILITATOR

Classification: Certificated

Location: School Building

Reports to: Building Principal

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 of 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 Instructional Technology Facilitator works under the direction of the LITS department in the implementation of Integrated Technology Plan. This position will provide professional development on the utilization of technology to transform the classroom including how to fully utilize hardware, software, and cloud-based environments. The facilitator is key to increasing teachers' use of technology to positively impact student performance in the classroom.

## **Part II: Supervision and Controls over the Work**

Works with teachers and staff to fully utilize hardware, software, and cloud-based environments to engage students in developing a growth mindset as they advance their skills in citizenship, collaboration, communication, creativity and critical thinking. The Instructional Technology Facilitator reports to the building principal and coordinates with the Learning Management Services team, and district curriculum specialists. The facilitator will provide input into site and district technology plans. The facilitator is key in providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

## **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.



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2. Assist teachers and other staff work groups in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, authentic, and engaging learning experiences for all students.
3. Demonstrate a deep understanding of adult learning needs through effective large group facilitation, small group process guidance, and individual coaching.
4. Demonstrate skill as an exemplary classroom instructor incorporating research-based best practices, standards-referenced instructional design, and educational standards into instruction.
5. Design, plan, organize, and facilitate in-person and blended learning professional development offerings that engage participants, support deep learning, and address differentiated needs.
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.



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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.
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.

## **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.