

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

TEACHER, Technology State Loan Library Facilitator

QUALIFICATIONS

- Valid Florida Educator's Certificate in any special education area.
- Three (3) years of successful teaching or work-related experience involving training and/or technology.
- Experience with the selection, use, and application of instructional and assistive technology.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of technology as related to specific job functions.
- Knowledge of computer applications as related to department job functions.
- Effective skills in oral and written communications.
- Ability to work cooperatively with personnel at all levels within the school system.

SUPERVISION

REPORTS TO Director, Special Education Services and/or Designee
SUPERVISES No supervisory duties

POSITION GOAL

To provide, in collaboration with the state Technology State Loan Library, TSLL, Project and district LATS team, support and in-service for the application of assistive technology to meet student and staff needs.

PERFORMANCE RESPONSIBILITIES

1. * Research hardware and software to meet application requirements.
2. * Provide minor troubleshooting of hardware.
3. * Research new and emerging technologies for possible application.
4. * Provide technical assistance to facilitate the use of technology-based communication for students.
5. * Assist with and participate in grant writing and grant management as requested by the TSLL Program Specialist.
6. * Assist students, parents and staff with their use of technology.
7. * Assist teachers with the use of assistive technology.
8. * Provide technical assistance.
9. * Provide for the integration of technology into the students' curriculum.
10. * Assist with the development and coordinate the implementation of the state TSLL project grant.
11. * Participate in the design, coordination, and providing of technology in-service opportunities local and state LATS team.
12. * Conduct activities as a member of the TSLL project.
13. * Develop written instructions and procedures for the use of technology.
14. * Participate in technology planning TSLL state project.
15. * Attend and participate in technology-related committees and conferences at local, state, and national levels, as approved by the Director, Special Education Services and/or Designee
16. * Pursue training to update skills needed in technical areas.
17. Perform other duties as assigned by the Director, Special Education Services and/or Designee.

*Denotes essential job function/ADA

NOTE: This is a grant funded position and is subject to continued funding from the Florida Department of Education.

EQUIPMENT / MATERIALS

Job related equipment and materials

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Assuming about on foot to accomplish tasks, particularly for long distances.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
None The worker is not substantially exposed to adverse environmental conditions (such as a in typical office or administrative work.)

TERMS OF EMPLOYMENT

<p>PAY GRADE T \$37,950 - \$73,750 District Salary Schedule</p> <p>Months 10 Annual Days 196 Weekly Hours 35 Annual Hours 1372</p>	<p>POSITION CODES</p> <p>PeopleSoft Position TBD Personnel Category 12</p> <p>EEO-5 Line 43 Function 5200 Job Code 1105 Survey Code 62090</p>	<p>FLSA</p> <p><input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable</p> <p style="text-align: center;">Previous Board Approval</p> <p style="text-align: center;">ADA Information Provided by Britt Smith Position Description Prepared by Britt Smith</p>	<p>BOARD APPROVED May 25, 2010 December 14, 1999</p>
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