

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

TEACHER, Educational Technology Facilitator

QUALIFICATIONS

- Valid state-issued Florida Educator's Certificate in any subject area.
- Bachelor's Degree and four (4) years of successful K-12 teaching experience with two (2) of those years emphasizing the integration of technology into the curriculum or a Master's Degree in Educational Technology, Instructional Technology or related field, and two (2) years of successful K-12 teaching experience with emphasis on the integration of technology into the curriculum.
- Evidence of experience in the integration of technology into the curriculum and experience in delivering training to adults/teachers.
- Mastery of the National Educational Technology Standards for Teachers, as per district criteria, preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of current trends and best practices.
- Knowledge of applicable laws, rules, policies and procedures.
- Skill in human interaction, organization and time management.
- Effective skills in oral and written communications.

SUPERVISION

REPORTS TO Principal and/or Designee
SUPERVISES No supervisory duties

POSITION GOAL

To coordinate, organize, and facilitate the effective utilization of administrative and instructional technology and administrative applications within the total school environment to enhance student achievement.

PERFORMANCE RESPONSIBILITIES

1. * Provide, in collaboration with the school media specialist(s) and the school technology planning team, support for the application of technology to meet instructional and administrative needs.
2. * Establish an environment which encourages creative and independent use of instructional technology throughout the school.
3. * Model effective uses of appropriate instructional technology in the classroom and the school media center for teachers and students.
4. * Follow district Technology Plan, Acceptable Use Policy, copyright laws, and technology guidelines.
5. * Provide minor troubleshooting of software, hardware and cabling.
6. * Research new and emerging technologies, software and hardware solutions, and grant opportunities, in keeping with the district technology plan and school-based instructional goals, providing this information to the building technology team/committee, principal, and administrative staff.
7. * Maintain hardware and software inventories including licensing and securing of software media.
8. * Assist educators in planning for the use and integration of technology in the instructional program.
9. * Assist teachers with the use of computer labs, including training and scheduling.
10. * Participate in the design, coordination, and provision of instructional technology in-services, and researching and/or providing individual training opportunities for school-based personnel to ensure the best use of technology, in keeping with the district technology plan and school-based instructional goals.
11. * Participate as a member of the instructional staff.

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12. * Coordinate the design, posting, and maintenance of the school web site and participate as a member of the school's web content team.
13. * Develop written instructions and procedures for the use of hardware and software, as needed.
14. * Participate in budget decisions related to technology to assist in the provision of a well-chosen and up to date collection of technology materials and equipment.
15. * Participate as a member of the school's technology committee/team to support and implement the district's technology plan and school-based technology instructional goals.
16. * Coordinate with and assist the network specialist with the administration and support of the site-based instructional and administrative networks, including minor troubleshooting.
17. * Coordinate with and assist the network specialist to ensure the backup of all servers and the maintenance of a tape rotation schedule and log.
18. * Participate in technology-related professional development opportunities including self-study, workshops, and conferences on school, district, state, and national levels, as approved by the Principal and/or Designee.
19. * Attend scheduled technology related Information Services and Curriculum meetings as notified, and communicate and coordinate with Curriculum, IS, and Facilities as needed.
20. * Interpret the school's instructional technology program for staff, parents, and members of the community.
21. Perform other duties as assigned by the Principal and/or Designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computers, printers, file servers, scanners

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 requires 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 Standing Walking Climbing

Resting with the body supported by the buttocks or thighs.
Assuming an upright position on the feet particularly for sustained periods of time.
Moving about on foot to accomplish tasks, particularly for long distances.
Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

Bending Stooping

Lowering the body forward from the waist.
Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Kneeling Twisting Reaching Pushing

Bending legs at knee to come to a rest on knee or knees.
Moving body from the waist using a turning motion.
Extending hand(s) and arm(s) in any direction.
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 Lifting

Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
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 Grasping Feeling

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Applying pressure to an object with the fingers and palm.
Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.

Repetitive Motions Talking

Substantial and continuous movements of the wrists, hands, and/or fingers.
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 Visual Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.
The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

T \$37,950 - \$73,750
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 35
Annual Hours 1372

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function Varies
Job Code 1101OT
Survey Code 63104

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 11, 2013
December 17, 2002
July 11, 1995

ADA Information Provided by Anna-Marie Cote
Position Description Prepared by Anna-Marie Cote