

JOB DESCRIPTION

TITLE: Computer Resource Facilitator

QUALIFICATIONS: Must hold a valid Louisiana Teacher's Certificate with certification in Educational Technology. Must have the ability to plan and provide instructional technology professional development. Emphasis on developing web-pages using Dreamweaver, FrontPage, Adobe and digital photo editing.

REPORTS TO: District Technology Coordinator

SUPERVISES: None

GENERAL RESPONSIBILITIES:

This position will train personnel at the school site to use technology effectively for instruction and/or the support of instruction. He/she will facilitate learning activities in the areas of basic computer literacy, productivity software, curriculum software, instructional strategies, web-pages, and projects using the Internet. Develop and train teachers to implement school and district web-pages.

PERFORMANCE RESPONSIBILITIES:

1. Plan and provide integrative technology professional development.
2. Assist teachers and administrators in implementing new instruction strategies to include LDT initiatives, such as, INTECH k-6 and INTECH 7-12, INTECH2, Making Connections/Marco Polo, and Online Database Resources.
3. Coordinate training with the district technology coordinator.
4. Meet with the district technology coordinator and other supervisors to promote collaboration of curriculum strategies.
5. Model technology rich lessons.
6. Work with the district technology coordinator and school technology teams to develop technology plans.
7. Maintain a file of information for current hardware/software.
8. Manage networked software and site licenses.
9. Work cooperatively to develop and maintain a school/district website
10. Provide or contact technical support when needed.
11. Utilize the Louisiana Components of Effective Teaching.
12. Develop an acceptable Professional Growth Plan.
13. Work closely with Computer Information Systems Manager and Analyst
14. Attend professional conferences and workshops.
15. Perform all other duties and services assigned by the Superintendent.

SALARY: Richland Parish School Board teacher salary

TERM: 11 Month

EVALUATION:

This position shall be evaluated in accordance with the Richland Parish School Board Personnel Accountability Plan.

Employee's Signature

Date