



Title:	Digital Instructional Facilitator
Reports to:	Director of Instructional Technology
Terms of Employment:	10.5 months
Salary:	NC State Salary Schedule

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides input in the development of a system-wide and building level programs that enables students to use technology as learning tools. Investigates and disseminates information on best practices for technology integration, sources of information on trends, research and applications related to technology use in the school program.

Teaches demonstration lessons with the teacher taking over class instruction after the demonstration. Is an effective model/leader of the ongoing program.

Gathers information documenting the effectiveness of the program, interprets this information, and provides constructive input in evaluation of the program.

Provides training to teachers in the use of current technology to meet curriculum goals.

Provides training to teachers in computer competencies.

Provides training to teachers to ensure integration of student technology/digital competencies as outlined by the state.

Participates in the development of activities that help integrate technology into various curriculum areas within the classroom.

Maintains current knowledge of technology and instructional practices that relate to the use of technology.

Provides resource information relating to new techniques and practices that relate to the use of technology and that enable students to use technology as a learning tool.

Teaches formal workshops for renewal credit and mini-sessions on single topics for the staff of assigned schools.

Communicates with school and district personnel, parents, and community to share information about the technology program.

Serves as liaison between the district and local, state, and federal agencies.

Maintains and create new user accounts for the students for the various programs.

Assists in the development and implementation of technology

professional development.

Assesses the needs and plans for new technology of assigned schools and communicates these to the appropriate personnel.

Assesses the need for miscellaneous items such as cables, power strips, power cords, and adapters, etc. for accurate orders from the technology department.

Troubleshoots hardware and software problems, and recommends repairs as needed. Supports the use of technology within the school.