**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**
**1200 South Dunton Avenue**
**Arlington Heights, Illinois 60005-3122**

**Job Description**
**Technology Facilitator**

**Purpose:**
The job of Technology Facilitator was established for the purpose/s of interfacing with teachers to facilitate the integration of knowledge into teaching and learning by developing and conducting training classes on application software products; providing input and recommendations regarding software purchases for both building and district technology plans; and providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

**Reports to:**
The Technology Facilitator reports to the Director of Technology and Assessment

**Essential Functions**

- Assist in developing and sharing integrated instructional models employing engaged learning and authentic uses of technology for the purpose of enhancing student learning and achievement

- Actively participate in developing and offering a variety of opportunities of staff development for individuals and groups; on-site, online and at District events for the purpose of increasing staff productivity and proficiency in educational technology

- Assist teachers and other staff to develop curriculum materials and specific lesson plans that integrate technology for the purpose of creating engaged, hands-on, and collaborative lessons for students

- Facilitate school/staff participation in technology programs and activities for the purpose of increasing student/staff exposure to available technology

- Follow a plan for professional development and actively seek out opportunities to grow professionally for the purpose of maintaining necessary skills in order to best serve students and staff for the purpose of maintaining necessary skills in order to best serve students and staff

- Keep up-to-date technically and apply new knowledge to the position. Provide appropriate information to staff for the purpose of providing appropriate information to staff and to keep current on educational technology trends

- Adhere to and communicate copyright as well as other laws and guidelines pertaining to the distribution and ethical use of technology for the purpose of promoting the ethical use of technology throughout the school

- Implement best practices related to technology use in the school program based on research, pilot programs, and district/state/national standards for the purpose of providing standards-based, best practice in the area of educational technology integration

- Collaborate with the school library media teacher to provide leadership in the school's use of instructional technology resources to enhance learning for the purpose of providing integration of technology in co-planned lessons

- Work with staff in the selection of resources that are compatible with the school technology infrastructure for the purpose of assisting with the design and implementation of the district master plan for technology

- Physical activity including moving computers, laptop carts, projectors or other equipment for the purpose of providing equipment in a timely manner to the learners

**Other Functions**

- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions

- Trains new employees on district data and communicating protocols and acceptable use policies for the purpose of improving work efficiency and effectiveness by enhancing the ability to use new and/or existing software

- Assist with the implementation, coordination and support of district assessment programs such as MAP for the purpose of improving work efficiency and effectiveness of building operations Assist with school software and hardware inventory for the purpose of ensuring the availability of required resources for the building sites

- Provide recommendations for technology budgets and purchases for the purpose of assisting with the design and implementation of the district master plan for technology

- Service, repair, test, update and maintain machines, devices, and equipment for the purpose of ensuring the efficient and effective functioning of the work unit

- Provide support for the student management system for the purpose of ensuring the efficient and effective functioning of the work unit

- Install parts, equipment, hardware and software as needed for the purpose of providing operational computer technology and instructional materials

- Provide timely technical support and assistance on district issues, services, program(s), and/or computer hardware and software for the purpose of ensuring the efficient and effective functioning of the work unit

- Perform other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment

**Minimum Qualifications:**

Skills are required to perform tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

Knowledge of:

- Hardware and Software – Knowledge of laptops, desktops, servers, network components, Mac OS X, word processing, database, spreadsheets, educational software, online tools and resources.

- Educational Technology – Knowledge of "best practice" for teaching, learning and technology integration.

- Troubleshooting – Determining causes of operating errors and deciding what to do about it. Apply both rational and creative processes and approaches to identify root causes of problems and their solutions.

- Policies, regulations and guidelines as they relate to the use of software (specifically copyright laws and the use of licensed equipment and materials)
- Educational and classroom management software

Ability to:

- Handle Pressure - Constructively work under stress and pressure when faced with high workloads and deadlines.

- Team Focus - Build solid, effective working relationships with others. Promote team cohesiveness, cooperation, and effectiveness.

- Flexibility - Be willing and able to adapt to shifting priorities, multiple demands, ambiguity, and rapid change.

- Communication - Convey information clearly and effectively through both formal and informal documents. Listen to and understand information and ideas presented through spoken word and electronic formats.  Communicate ideas and information in both small and large group settings.

- Independence - Work independently with minimal supervision. Work well with all levels of management and associates.

- Instructing –Conduct professional development for hardware, software, and other technology related topics.

**Language Skills:**
Ability to read and interpret curriculum documents and procedure manuals. Ability to write routine reports and correspondence. Ability to speak English effectively with staff, students, and community members.

**Working Environment:**
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (should be able to lift up to 30 pounds), carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 30% sitting, 10% walking, and 60% standing. The job is performed under minimal temperature variations and is generally a hazard free environment.

**Education/Experience:**
Bachelor's degree with 3 to 5 years experience directly related to the duties and responsibilities specified

**Licenses and Certifications:**
None required.  Apple OS X, Desktop, Laptop or network certification beneficial.

**FLSA Status**: Non-Exempt

**Contract Length:** 211 day work calendar

**Salary:** Salary dependent on experience and education

# Technology Facilitator

## PHYSICAL DEMANDS

### Strength & Endurance

| | |
|---|---|
| Lifting | Less than 5% or not present |
| Carrying | Occasional – less than 33% |
| Pushing | Occasional – less than 33% |
| Pulling | Occasional – less than 33% |

### Mobility

| | |
|---|---|
| Standing | 60% |
| Walking | 10% |
| Sitting | 30% |

### Coordination

| | |
|---|---|
| Stooping | Occasional – less than 33% |
| Kneeling | Less than 5% or not present |
| Crouching | Occasional – less than 33% |
| Crawling | Less than 5% or not present |

### Upper Extremity

| | |
|---|---|
| Reaching | Frequent – less than 66% |
| Handling | Constant – more than 66% |
| Fingering | Constant – more than 66% |
| Feeling | Constant – more than 66% |

### Climbing & Balancing

| | |
|---|---|
| Climbing | Less than 5% or not present |
| Balancing | Occasional – less than 33% |

### Sensory - Talking

| | |
|---|---|
| Talk - Ordinary | Constant – more than 66% |
| Talk - Other | Frequent – less than 66% |

### Sensory – Hearing

| | |
|---|---|
| Conversation | Constant – more than 66% |
| Other Sounds | Constant – more than 66% |

### Sensory – Vision

| | |
|---|---|
| Acuity – Near | Constant – more than 66% |
| Acuity – Far | Frequent – less than 66% |
| Depth Perception | Constant – more than 66% |
| Accommodation | Constant – more than 66% |
| Color Vision | Item not rated |
| Field of Vision | Frequent – less than 66% |

## ENVIRONMENTAL CONDITIONS

### Temperature & Moisture

| | |
|---|---|
| Extreme Cold | Less than 5% or not present |
| Extreme Heat | Less than 5% or not present |
| Wet/Humid | Less than 5% or not present |

### Noise & Vibration

| | |
|---|---|
| Noise | Frequent – less than 66% |
| Vibration | Less than 5% or not present |

### Hazards

| | |
|---|---|
| Mechanical | Less than 5% or not present |
| Explosive | Less than 5% or not present |
| Electrical | Occasional – less than 33% |
| Radiation Exposure | Less than 5% or not present |
| Burn Exposure | Less than 5% or not present |
| Other Hazards | Less than 5% or not present |

### Atmospheric Conditions

| | |
|---|---|
| Fumes Exposure | Less than 5% or not present |
| Mists Exposure | Less than 5% or not present |
| Odors Exposure | Less than 5% or not present |
| Gases Exposure | Less than 5% or not present |
| Dust Exposure | Less than 5% or not present |
| Other Atmospheric | Less than 5% or not present |

### Protective Clothing & Devices

Not Applicable

### Work Environment

100% Inside

0% Outside