

## Job Description

**Title:** Instructional Technology MEP (Millard Education Program) Facilitator

**Reports to:** Director of Digital Learning.

### General Summary:

Supports implementation of the District Strategic Plan, specifically the Millard Education Program, site-based planning, and strategies related to instructional technology. Provides research and development into the innovative uses of educational technology. Serves as an instructional leader in all areas related to digital learning while working with administrators, classroom teachers, and students in order to integrate technology tools at all levels to enhance student learning.

### Essential Functions:

1. Facilitate the utilization of digital resources with all appropriate stakeholders. (33%)
  - Facilitates and supports digital learning in the classroom by students and staff
  - Supports the creation and maintenance of district web sites
  - Actively participates in digital learning and technology integration planning
  - Consults with administrators, district level leaders, department heads, initiators, teachers, and other stakeholders
  - Communicates internally and externally regarding the development and implementation of digital learning within the district
2. Facilitates technology integration and digital learning within curriculum development (20%)
  - Participates in the Millard Education Program (MEP) curriculum cycle by supporting Curriculum Planning Committees.
  - Works with appropriate stakeholders regarding curriculum development and technology integration
  - Assists with the implementation of digital learning to improve classroom instruction Serves as a liaison between the Educational Services, DARE, Leadership & Learning, and Technology departments.
  - Facilitates the integration and implementation of digital learning through lesson development incorporating technological knowledge and MPS technology profiles.
  - Assists in the development of technology hardware standards that guide and support the curriculum.
3. Creates professional development opportunities for technology integration and digital learning. (20%)
  - Develops and maintains training materials and digital resources to support curriculum implementation for student achievement
  - Collaborates with the Leadership and Learning department as needed to provide technology integration and digital learning training
  - Assists with professional development related to technology integration and digital learning implementation Assists with building-level digital learning professional development as needed.
4. Facilitates the approval, utilization, and maintenance of digital resources, manipulatives, software, and applications in the school district. (10%)
  - Designs, implements, and evaluates various digital learning based projects.
  - Acts as Millard technology integration and digital learning liaison to others.
  - Researches and approves digital resources in accordance with legal requirements and district policies.
  - Communicates with technology personnel regarding the development of digital learning resources and systems.
  - Troubleshoots and assists stakeholders in problem solving as related to digital learning and resources.
5. Consult with and support schools in their building planning process in the areas of technology integration, lesson development, and digital learning. (4%)
  - Supports building plan implementation and acts as a resource to buildings

- Provides advice to buildings regarding technology integration and digital learning.
- 6. Communicates and collaborates with all district technology support personnel (4%)
- 7. Communicates with vendors and external organizations as required based on curriculum and technology needs. (4%)
- 8. Participates in meetings as requested, reacts to change productively, and performs other duties as assigned. (5%)

**Length of Contract:** Teacher contract plus 20 additional days

**Salary:** Teacher Salary Schedule

**Qualifications:**

- 1. Education Level: Master's Degree or equivalent preferred
- 2. Certification or Licensure: Valid Nebraska teaching certificate
- 3. Experience desired: Successful K-12 teaching experience
- 4. Other requirements:
  - \* Knowledge about instruction and technology integration.
  - \* Knowledge about the curriculum development process and suitable software, programs, applications, etc.

<b>Special Requirements:</b>	Occasional 1-32%	Frequent 33-66%	Constant 67% +
1. Standing		X	
2. Walking			X
3. Sitting		X	
4. Lifting: 50 lb maximum	X		
5. Carrying: 50 feet	X		
6. Pushing/pulling: 70 lbs of force	X		
7. Climbing/Balancing	X		
8. Stooping/Kneeling/Crouching/Crawling	X		
9. Reaching/Handling	X		
10. Speaking/Hearing			X
11. Seeing/Depth Perception/Color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor as delegated by the Superintendent of Schools.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_