

Job Description

Title: School Technology Facilitator I

Reports to: Executive Director of Technology or the District Systems Analyst

General Summary: Provides support to building staff in all areas of technology utilization. Assists in planning, designing, and evaluating building system hardware and software requirements. Provides building in-service for staff on administrative and instructional uses of technology. Assists building staff in integrating technology into the curriculum.

Essential Functions:

1. Maintains local-area (LAN) and wide-area (WAN) networks within the building. Prepares and maintains documentation for system and network resources; monitors network activities.
2. Facilitates the use of multi-use computer labs within the building.
3. Periodically reviews and evaluates systems and facilities and recommends appropriate changes. Consults with District technology personnel regarding review of technical proposals which may impact the building.
4. Provides in-service for staff on administrative and instructional uses of technology. Trains staff on use of software, database, network, Internet, and related ethical issues. Provides orientation for new staff members.
5. Provides hardware and software user support. Assists teachers with classroom presentations to students utilizing technology as requested.
6. Provides hardware maintenance and repair.
7. Provides for secure equipment storage and checkout to authorized staff. Maintains building inventories in District databases (e.g., Active Directory).
8. Assists in development and enhancement of technology-based curriculum. Provides leadership for the building Technology Committee. Communicates technology options and future vision to staff. Acts as a resource to the District and other buildings for technology integration.
9. Other duties as directed by the Executive Director of Technology or his/her designee.

Qualifications:

1. Education Level: Degree in a Computer Systems/Informational Technology/Educational Technology preferred.
2. Certification or Licensure: None required.
3. Experience desired: Three years experience working in a networking environment. Experience in K-12 educational environment. Experience in developing and managing computer (or technology based) information systems and database administration. Experience with Windows, Apple, and /or other operating systems.
4. Other requirements: Commitment to ethical practices. Ability to work cooperatively with people. Ability to work flexible schedules. Ability to teach adults.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing			x
2. Walking			x
3. Sitting			x
4. Lifting 50 lb. max.....			x
5. Carrying 50 feet	x		
6. Pushing / Pulling	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 and building principal.

Salaried Position: 221 work days per school year

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Millard Public Schools

Revised: Aug. 1997
9/16/98
04/04/2014