

**Title: Instructional Technology Facilitator / Media**

Reports to: Principal

Salary: Teacher Salary Schedule

Terms of Employment: 10 months

Qualifications:

North Carolina Teacher Licensure 079 Special Endorsement in Computer Education (or pursuing that type of certification) and /or NC School Library Media coordinator (076) with experience in leading and supporting Digital Learning in the classrooms.

At Least 5 Successful Years of Classroom Technology Integrated Teaching Experience

Proficient in Google Apps (Drive, Sites, Mail, Calendar), Web 2.0 Tools, LMS and Project Based Learning.

Essential Job Functions and Responsibilities:

**1. Leadership:**

- Leads in the use of Digital teaching and learning tools and skills.
- Provides effective leadership and support for establishing, promoting and sustaining a seamless use of digital age technology tools and information resources.
- Serves as leader in the planning, implementation and deployment of a digital age conversion, including devices, curriculum, pedagogy, professional development and appropriate digital resources.
- Makes effective use of data to assess how the instructional technology program meets the needs of the school community.
- Provides leadership in determining student and educator technology needs based on demographic and performance data, curricular needs, state and national guidelines, professional best practices, and emerging trends.
- Communicates and implements policies and procedures based on local, state and federal requirements.

**2. Instructional Technology:**

- Leads and advocates for effective instructional technology programs that supports Digital age teaching and learning.
- Evaluates and selects digital tools and resources based on professional best practices and relevant data.
- Demonstrates fluency with a wide range of digital resources, which support inquiry and student-centered learning, professional best practices and acquisition of Digital teaching and learning skills.
- Facilitates and encourages educator designed inquiry-based learning using various and appropriate resources and tools to improve creative and innovative student learning.
- Advocates to ensure that the program's digital tools and resources are highly available, reliable and accessible.
- Advocates for equitable access and appropriate use of information and technology resources.
- Uses data from multiple sources, including student, teacher, school, district, and local community, to make decisions that improve the effectiveness of the instructional technology program while supporting student achievement.

**3. Collaboration:**

- Collaborates with the school library media coordinator, school administrators, and school community to facilitate design, delivery, and assessment of instructional activities.
- Promotes and facilitates collaboration among educators within and beyond the school setting.
- Uses research-based strategies that seamlessly integrate content with technology tools and information resources through community collaboration and partnerships.
- Collaborates with other appropriate stakeholders to address student and professional achievement.
- Contributes to the development and implementation of the school improvement plan.

**4. Learning Environment:**

- Establishes a Digital Citizenship School program for students and staff.
- Establishes a diverse, collaborative and engaging learning environment that promotes global awareness, cultural understanding, creativity, inquiry, critical thinking, collaboration and communication.
- Models ethical principles including safe, legal and ethical use of digital resources and tools including copyright, intellectual property, digital etiquette and virtual social interactions.
- Uses a variety of instructional strategies, digital resources, and assessment tools to design and develop digital-age learning for all learners.

- Supports differentiation of instruction by demonstrating flexibility and creativity in choosing and modifying learning strategies, tools, and resources in various formats to meet all learners' needs.

#### **5. Curriculum and Technology Integration:**

- Integrates content-area curricula with Digital age content, effective practices and appropriate technology applications for all learners.
- Enables and enhances instruction across the curriculum to promote engagement, creativity, critical thinking, problem-solving and student-owned exploration of information and ideas.
- Demonstrates comprehensive knowledge of curriculum goals across grade levels and subject areas.
- Encourages and enables use of digital tools and resources for inquiry, knowledge creation, and sharing student-owned learning.
- Facilitates access to information, resources, and ongoing support to assist teachers in implementing research-based best practices using Digital Learning tools and resources.
- Demonstrates best practices in the integration of information and technology skills and resources in all areas of the curriculum while modeling and supporting engagement through inquiry-based learning.
- Provides support to educators in implementing the Information and Technology Essentials Standards.

#### **6. Professional Development:**

- Provides teachers and staff with professional development addressing Teachers Digital competencies, instructional theories, practices, and resources that promote student owned learning, relevancy, Digital Learning skills, collaboration, critical thinking, and creativity.
- Supports school administration team in the planning and delivery of professional development, assisting them with infusion of digital learning integration, 1:1 strategies, Learning Management Systems and other applications.
- Completes professional development and participates in local and global professional learning communities to explore creative applications and enhancements for improving professional practice and student learning.
- Applies professional skills to investigate, use, and share new research on digital tools, resources, pedagogy, curriculum, and other relevant topics to the professional learning community.
- Actively explores and integrates emerging technologies, resources, information formats, and innovative practices to support student achievement.

#### **7. Media Program:**

- Leads and coordinates the Media Program and its resources.
- Collaborate with and support other members of the school community to select materials and promote library services and resources within the school.
- Provide leadership and support for establishing, promoting, and sustaining the effective use of information resources and technology tools.
- Establish the library media center as both a physical and virtual shared learning space for 21st century teaching and learning and opportunities for students to be engaged in collaboration, and inquiry-based learning.
- Represent the reading interests and curricular needs of all students in selecting and promoting information and technology resources and tools.
- Contribute to the development and implementation of the school improvement plan.
- Support teachers' efforts to infuse multiple literacies within content-area instruction.
- Model and guide best practices in copyright, ethical access and use of information and technology resources, intellectual property, digital citizenship, and safety for the school community.
- Demonstrate and foster appropriate digital citizenship and safety practices for all school community members.
- Continuously evaluate the library media collection to ensure that it is accurate and current and meets teacher and student needs for recreational reading and curriculum-based materials in a variety of formats.
- Collaborate with members of the school community in assessing needs and using needs assessment information to inform the school's collection development plan.
- Evaluate and select new resources based on the collection development plan. Exercise professional judgment in selecting resources that reflect the diverse developmental, cultural, social, and linguistic needs of students.
- Collaboratively design, deliver, and assess instructional activities that empower learners to read across multiple formats and media. Use a variety of strategies to promote leisure reading.

Additional Requirements:

Work in this classification is considered light physical work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers,laptops,copiers, SmartBoards,iPads, and data projectors.
- operate a motor vehicle. (Must be able to provide own means of transportation)
- speak before groups of people (both children and/or adults) with poise, voice control and confidence.
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- demonstrate continued professional curiosity and growth.
- communicate effectively and efficiently in a variety of settings, using appropriate terminology by telephone and email.
- hear, speak, read, record, and explain information, communication, and procedures.
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations.