

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Technology Facilitator

QUALIFICATIONS:

- Bachelor's degree and iC3 certified
- At least two years of related experience
- Good physical condition with the ability to lift 10 pounds
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable to perform this job successfully

REPORTS TO: Principal, Technology Supervisor and Personnel Director

SUPERVISES: N/A

JOB GOAL: To assist in curriculum review and implementation and in providing the best use of technology as a learning/teaching tool that will help assure a quality education for all students and to maintain effective usage of all technology equipment throughout the District

PERFORMANCE RESPONSIBILITIES:

- Install and/or work all technology housed in the school building
- Report technology concerns to principal and/or Technology Supervisor
- Load specified software packages such as operating systems, word processing, or spreadsheet programs into computer as required by principal
- Refer major hardware problems to vendor service personnel or Technology Supervisor and/or his designee for correction
- Work with vendor personnel and Technology Supervisor and/or his designee to ensure problems are corrected
- Instruct teachers in use of equipment, software, and manuals
- Assist teachers with finding instructional programs for their class
- Assist teachers with maintaining technology in their classrooms
- Answer inquiries from teachers regarding systems operation and recommends/performs minor remedial actions to correct problems based on knowledge of system operation
- Replace defective or inadequate software packages at the request of the Technology Supervisor and principal
- Maintain current inventories of all computer equipment at the school
- Consult with administration about problems such as computer equipment performance, output quality, and maintenance schedule and replacement schedule
- Recommend purchase of equipment

- Attend technical conferences and seminars to keep abreast of new software and hardware product development
- Provide professional development to teachers on effective use of technology in the classroom
- Effectively implement designated software packages in schools
- Monitor implementation of district wide initiatives in computer labs
- Maintain technology documentation for compliance of SIG monitoring
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)