



Park Hill School District

POSITION DESCRIPTION

POSITION TITLE: Instructional Technology Facilitator

FLSA: Exempt

REPORTS TO: Director of Instructional Technology

QUALIFICATIONS:

- Current Missouri teaching certificate
- Masters degree or above preferred
- Excellent written and verbal communication skills
- Proven organization, leadership & management skills
- Positive interpersonal relationship skills
- ISTE integration experience
- Strong instructional background
- Teamwork skills

WORK CALENDAR:

As designated by Board policy, the teachers' salary schedule. There will be 5 days extended to the number of days on the teachers' work calendar plus 12.6% of the base salary schedule.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Support the one-to-one learning implementation and leveraging technology at all grade levels. Provide needed assistance to help teachers shift instructional practices to a student-centered, teacher facilitated model while integrating technology.
2. Provide ongoing support and guidance to teachers in incorporating ISTE Standards in the classroom. Support related classroom activities and lessons.
3. Model, teach and present effective ways to integrate ISTE Standards at the building level.
4. Provide professional development focusing on the integration of technology into the curriculum for the purpose of enhancing instructional practices and developing 21st century skills.
5. Develop and maintain an extensive set of easily accessible digital resources for staff and students to utilize in incorporating the ISTE Standards in the instructional setting.
6. Provide and share classroom management strategies and digital citizenship practices related to incorporating technology in the classroom.

7. Research and evaluate new instructional resources, software, web sites, online learning opportunities, etc... for the purposes of providing feedback and guidance to staff and administration regarding instructional technology.
8. Provide assistance and guidance for the rollout of various technologies in the classroom.
9. Support blended learning by providing resources, strategies and guidance for teachers and staff.
10. Participate in TIG meetings, grade level meetings, content meetings, etc... to help support and promote the integration of ISTE Standards in teaching and learning.
11. Respond to daily support needs related to integration of technology in the learning environment
12. Assist teachers and curriculum committees in the identification, evaluation, and use of appropriate technology resources.