

JEFFERSON COUNTY SCHOOLS
Job Description

- POSITION:** Technology Resource Facilitator
- IMMEDIATE SUPERVISOR:** Director of Technology
- FLSA STATUS:** Exempt
- EMPLOYMENT TERM:** Minimum 240 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established By JCBOE
- SALARY:** Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Teacher Salary Schedule, commensurate with experience and education level to include Director stipend.
- EVALUATION:** Performance in this position will be evaluated by the Superintendent and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

JOB SUMMARY:

Required Knowledge, Skills, and abilities

- Ability to use technology effectively
- Ability to follow complex oral and written directions.
- Knowledge and application of correct English usage, spelling, and punctuation.
- Knowledge of basic arithmetic procedures.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and services staff, students, parents and community.
- Experience and expertise in the creation, maintenance, and use of technology-based teaching and learning resources.
- Experience with a variety of software and internet-based educational resources.

Duties:

- Assists teachers and staff, grades K-12, with the integration of technology in classroom: Provides in-service to groups of teachers/staff as well as individualized assistance as requested.
- Works with building administrators to assess staff instructional technology and its use in the classroom
- Interfaces with individual teachers to facilitate increased understanding of technology and its use in the classroom.
- Assists with curriculum development as it relates to educational technology.
- Assists school testing coordinators and principals regarding online testing in the schools.

- Provides demonstration teaching to students in the appropriate use of technology in the classrooms and /or computer labs.
- Assists in the selection of software, internet resources, and technology-enabled educational activities.
- Assists in the implementation of the schools technology plans.
- Coordinates (and assists if necessary) the setup of technology in the classrooms to facilitate the use of technology in lesson delivery.
- Assess problems related to networks, servers, workstations and peripherals in classrooms, labs and school offices. Refers more serious problems to the appropriate JCS technology staff.
- Keeps informed on the latest technologies, practices, and programs in the computer field.
- System wide management of Live Grades
- Development and delivery of instructional technology training of Instructional Coaches

QUALIFICATIONS:

- Bachelor’s degree in education or technology
- Teaching licensure and teaching experience preferred
- Experience in Supporting technology school wide or district wide in classrooms, computer labs, and offices, as well as experience in integrating technology in the classroom
- Expertise in specific technologies used in Jefferson County Schools
- Physical ability to assist in setup and troubleshooting of computer systems

Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 30 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.