ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

POSITION: **Technology Facilitator**

TERMS OF EMPLOYMENT: **Range 7, 10 months/year**

REPORTS TO: Site administrator

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Instructional Assistant Proficiency Certificate, AA Degree, or at least forty-eight (48) college units.
- Knowledge of and ability to apply cross platform basic computer skills.
- Basic knowledge of networking concepts.
- Ability to apply basic language arts and speaking skills.

GENERAL SUMMARY

With the general supervision of a certificated teacher or administrator, this individual will facilitate a technology-learning environment for students and staff. This individual will facilitate the technology lab for students and staff providing sessions teaching and applying basic technology skills in the realm of standards based curriculum. This will include, but is not limited to, word processing, spreadsheets, database, graphics, Internet, e-mail, and other academic applications.

Outside of the technology lab the facilitator provides technical and curriculum support for the teaching staff in the classroom, assists administrative needs, basic troubleshooting, and other duties related to technology as requested by administration.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Applies technology skills.
- Works with peripheral devices, including, but not limited to, networked printers, scanners, and digital cameras.
- Assists and instructs staff integrating curriculum and technology, word processing, spreadsheets, database, Internet, e-mail, graphics, presentation software and various instructional academic software.
- Collaborates with classroom teachers, (K-5) to assure appropriate methods and materials are being used.

- Collaborates with classroom teachers, (K-5) to integrate technology application and skills with classroom standards based curriculum.
- Apply basic network concepts to troubleshoot and plan.
- Assist students and staff with appropriate use of the Internet.
- At ease working in a technology lab setting with students and staff.
- Ability to assist in compiling records and creating reports.
- Ability to diagnose and repair basic computer problems on the school site.
- Set up new or existing computer system; install software, and complete clerical work required for class and equipment record keeping.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED
- Ability to communicate.
- Ability to be flexible and multitask.
- Knowledge of basic technology skills and ability to teach those skills.
- Ability to establish and maintain effective working relationships with students, parents, teachers, administrators, and staff.
- Ability to type.
- Knowledge and application of computer, network, and Internet ethics.
- Ability to work in a confidential environment.
- Pick up and deliver students to their classrooms.

ENVIRONMENTAL CONDITIONS
- Indoor lab/classroom environment.
- Climate control temperature.
- Share environment with copy/media room.

CONTACTS
- Daily contact with students, teachers, all school and District staff.
- Occasional contacts with parents, community members and outside agency personnel.

EMPLOYMENT STANDARDS
Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.