JOB DESCRIPTION FOR THE TECHNOLOGY FACILITATOR (Teacher Certification Required)

Specific technology training, coordination and support responsibilities
To serve as a resource for Technology Professional Development and Curriculum Integration while supporting district technology initiatives. Develop and maintain coordination of student data, codes, and procedures and provide technical assistance for the district student data management system.

1. Professional development/Curriculum Integration support, including recommend professional development activities, create/deliver training as required, assist instructional staff in development of technology for deliverance of curriculum, provide in-class support of new instructional technology initiatives, research and recommend technology rich instructional tools and web-sites.

2. To train and support the teaching staff’s access and use of data to help improve instruction (e.g. student demographics, test score analysis, student records, PowerSchool, Pearson Inform, CMT/CAPT/SBAC)

3. To train staff on and manage all local databases, including PowerSchool, Pearson Inform, Resource Mate, and SchoolMessenger.

4. To manage all the student data relevant to State Reports such as PSIS, Register/Unregister modules, SEDAC, TCS, and discipline. Modify district databases based on State requirements. Develop and communicate procedures for handling student data to school data entry personnel. Facilitate data transfer between Middletown Public Schools, State entities, and vendors.

5. Act as help desk for PowerSchool / PowerTeacher for all district staff and teachers. Serve as district contact/systems manager for all PowerSchool needs.

6. To support the Director of Technology in budget preparation, procurement of equipment and program improvement.

7. To support the Director of Technology in developing and implementing the district’s educational technology plan; to work with the administration toward developing short and long-term budgets to support that plan.

Specific communications responsibilities:

1. To work with the Associate Superintendent in developing and maintaining the district’s curriculum intranet.

2. To assume chief responsibility for supervising implementation of PowerSchool, Pearson Inform and other relevant systems.

3. To assume other related duties as may be required.

Background and Qualifications

1. Bachelor’s Degree and minimum 5 years equivalent work experience.
2. CSDE teacher certification
3. Focused on education and instructional technologies
4. Background in assessing training needs and providing professional development activities to both administrative staff and instructional staff a plus
5. Familiarity and use of student data systems
6. Understanding of current and emerging technologies
7. Excellent oral and written communication skills
8. Ability to see “the big picture” and plan incrementally to achieve goals

**Salary and Work Year**

1. Per Teacher’s Contract plus 25% (12-Month Work Year)