

## FACILITATOR - EDUCATIONAL TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent in this position is responsible for organizing, preparing and presenting training programs in the use of educational technology for user school districts or within a school district. This position differs from Computer Aide in that the duties performed are not limited to one Computer Laboratory within a single user school district. Additionally, this position conducts formal training sessions as opposed to informal demonstrations or previews of hardware and/or software that may be provided by the lower level position. This is the entry-level position in the educational technology training series. Supervision is not a function of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts training programs in educational technology for teaching staff, administrative and clerical employees within user school districts or within the school district;

Develops extensive knowledge of district, i.e., identifies key district personnel, identifies computer equipment (type and amount) in order to develop appropriate training sessions;

Implements educational technology plans;

Assists various secondary level departments in finding appropriate software and assists those departments in its use;

Researches and provides a correlation between specific software curriculum and the New York State Syllabus in Reading and Math;

Monitors schedules and student progress in all Computer Managed Instruction (CMI) labs throughout the district and compiles a monthly analysis and prepares monthly reports on same;

Maintains a current library of New York State Curriculum guides to be used in preparing training workshops that correlate with State curriculum objectives;

Develops familiarity with curriculum needs in subject areas and grade levels in order to be able to match available software to these needs;

Reads appropriate magazines and journals in the field of educational technology in order to develop and maintain expertise and relate new applications of developing software to curriculum needs.

Acts as liaison between the District and BOCES Helpdesk and Express Work Order;

Submits a mid-year report of completed and projected staff development needs for each district;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

EXAMPLES OF WORK: (Illustrative Only) (Continued)

When employed by BOCES:

Updates the BOCES software library by developing a working plan in writing for putting the contents into a database that can be accessed throughout the districts;

Develops and maintains a regular visitation schedule for each district subscribing to staff development in order to provide effective training and plan for future training sessions;

Presents curriculum workshops in districts in order to increase software utilization and customization for individual schools' curricular needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of educational technology; good knowledge of computers and peripheral equipment, e.g., printers; ability to prepare and deliver training programs; ability to communicate effectively both verbally and in writing; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to work well with others; poise; tact; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) an Associate's degree\* and three (3) years of experience where the primary function of the position was conducting training using educational technology\*\*; or (b) a Bachelor's degree\* and one (1) year of experience as outlined in (a); or (c) a Bachelor's degree\* in Education and possession of a current teacher's certification.

\*\*Educational technology is defined as a variety of technological tools (e.g., Smartboards, Internet, cable television in the classroom, DVD players, digitized video, personal computers and related equipment, such as scanners, printers, etc.) used in order to improve and enhance classroom instruction.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.