

SENIOR FACILITATOR - EDUCATIONAL TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of higher level management, an incumbent in this position is responsible for developing, organizing and conducting training programs in the use of educational technology for user school districts or within a school district. This position differs from Facilitator – Educational Technology in that incumbents exercise a higher degree of independent judgement and action, and work with fewer guidelines and less detailed instructions. Supervision is not a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Implements educational technology plans;

May assist the Superintendent in seeking grants and other funding opportunities to further the use of educational technology in the district and prepares technology grant applications;

Researches and links specific software curriculum with the New York State Syllabus in Reading and Math;

Matches available software with curriculum and subject areas;

Assists departments in finding and handling appropriate software;

Makes presentations to School Boards detailing plans for using educational technology to enhance classroom instruction in the district;

Develops and customizes curriculum workshops for individual schools' curricular needs;

Conducts training programs in educational technology for teaching staff within user school districts or within a school district;

Develops and maintains a visitation schedule for each district and/or department in order to plan future training sessions and provide effective training;

Monitors schedules and student progress in all Computer Managed Instruction (CMI) labs throughout the district and compiles and prepares relate reports;

Maintains a current file on New York State Curriculum guides to be used in preparing training workshops in accordance with State curriculum objectives;

When employed by BOCES, prepares a written document with detailed instructions on how to transfer the contents of the BOCES software library into a database that can be accessed throughout the districts;

When employed by a local school district, coordinates with BOCES to fully utilize their educational technology services within the district;

EXAMPLES OF WORK: (Illustrative Only)

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of educational technology; good knowledge of computers and peripheral equipment, e.g., printers; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to prepare and deliver training programs; ability to communicate effectively both verbally and in writing; 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) Associate's Degree* and four (4) years of experience where the primary function of the position was conducting training using educational technology**; or (b) Bachelor's Degree* and two (2) years of experience as outlined in (a); or (c) Master's Degree* and one (1) year of experience as outlined in (a).

SUBSTITUTION: A Bachelor's Degree* in Education and possession of current teacher's certification may be substituted for one (1) year of the above stated required experience.

**DEFINITION: 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.