JOB DESCRIPTION

TITLE: Computer Resource Facilitator

QUALIFICATIONS:

Must hold a valid Louisiana Teacher's Certificate with certification in Educational Technology. Must have the ability to plan and provide instructional technology

professional development. Emphasis on developing web-pages using

Dreamweaver, FrontPage, Adobe and digital photo editing.

REPORTS TO:

District Technology Coordinator

SUPERVISES:

None

GENERAL RESPONSIBILITES:

This position will train personnel at the school site to use technology effectively for instruction and/or the support of instruction. He/she will facilitate learning activities in the areas of basic computer literacy, productivity software, curriculum software, instructional strategies, web-pages, and projects using the Internet. Develop and train teachers to implement school and district web-pages.

PERFORMANCE RESPONSIBILITIES:

1. Plan and provide integrative technology professional development.

- 2. Assist teachers and administrators in implementing new instruction strategies to include LDT initiatives, such as, INTECH k-6 and INTECH 7-12, INTECH2, Making Connections/Marco Polo, and Online Database Resources.
- 3. Coordinate training with the district technology coordinator.
- 4. Meet with the district technology coordinator and other supervisors to promote collaboration of curriculum strategies.
- 5. Model technology rich lessons.
- 6. Work with the district technology coordinator and school technology teams to develop technology plans.
- 7. Maintain a file of information for current hardware/software.
- 8. Manage networked software and site licenses.
- 9. Work cooperatively to develop and maintain a school/district website
- 10. Provide or contact technical support when needed.
- 11. Utilize the Louisiana Components of Effective Teaching.
- 12. Develop an acceptable Professional Growth Plan.
- 13. Work closely with Computer Information Systems Manager and Analyst
- 14. Attend professional conferences and workshops.
- 15. Perform all other duties and services assigned by the Superintendent.

SALARY: Richland Parish School Board teacher salary

TERM: 11 Month

EVALUATION:

This position shall be evaluated in accordance with the Richland Parish School Board Personnel Accountability Plan.

Employee's Signature	Date