Digital Integration Facilitator

Reports to: Assistant Director for Technology
Supervises: None
Term of Employment: 11 months
Salary: Teacher Salary Schedule
FLSA Exempt/Non-Exempt: Exempt

Qualifications:
- North Carolina Teacher Licensure
- 18079 Special Endorsement in Computer Education preferred
- At least 5 successful years of classroom teaching experience
- Proficient in Google Apps (Drive, Sites, Mail, Calendar), Web 2.0 Tools, Project-based learning, Robotics/Engineering Process

Essential Job Functions:

1. Provides training and support to the staff on digital learning integration, the North Carolina Digital Learning Competencies, and administrative applications
2. Assists with identifying, acquiring, and maintaining hardware, software, and network products
3. Assists in the implementation of the system and building-level technology plans
4. Plans and Facilitates Teaching and Learning
   - Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate digital tools
   - Models digital learning in all curriculum areas. Co-teaches with certified staff to increase the likelihood of their success
   - Facilitates school participation in digital learning programs and activities
   - Surveys school instructional staff to identify areas of need in order to provide customized, just in time professional development through small group, large group, and online modules
   - Conducts staff development in the areas of digital learning, project-based learning, and the Digital Learning Competencies for both teachers and administrators
   - Collaborates with the school library media coordinator to provide leadership in the school’s use of instructional technology resources to enhance learning
   - Supports school administration team in the planning and delivery of professional development, assisting them with infusion of digital tools and learning strategies
   - Follows a plan for professional development and actively seeks out opportunities to grow professionally
5. Plans and Facilitates Information Access and Delivery
   - Implements best practices related to digital learning in the school program based on research, pilot programs, and state/national standards
   - Works with teachers and technology staff in identifying and recommending resources that are compatible with the school technology infrastructure
   - Promotes family, business, and community partnerships that support the academic success, career readiness, and general well-being of all children
   - Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
   - Assists in maintaining hardware, software, and serves as one school contact for addressing hardware and software issues
6. Plans and Facilitates Program Administration
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- Provides leadership and collaborates with the school improvement team to develop, implement, and update a school instructional digital learning plan aligned with the system-level digital learning plan
- Collaborates with teachers, media and technology staff, and students to evaluate and select digital resources addressing curricular needs and learning goals
- Plays a leading role in the school’s budgetary process to ensure funding for the instructional technology program to support school-wide goals
- Leads in the ongoing evaluation of the effectiveness of the digital learning program
- Meets regularly with the Digital Integration Facilitation team to generate innovative curricular ideas, experiment with new tools, discuss professional development strategies, and build and share knowledge as a team
- Prepares and submits accurate reports as required
- Carries out non-instructional duties as assigned and/or as needed to ensure student safety

7. Performs other duties and responsibilities as assigned by supervisor

**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, laptops, copiers, SmartBoards, iPads, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquires or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
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- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations
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