Lead Digital Integration Facilitator

Reports to: Associate Superintendent for curriculum and Instructional Support Services
Supervises: Digital Integration Facilitators
Term of Employment: 12 months
Salary: Teacher Salary Schedule
FLSA Exempt/Non-Exempt: Exempt

Qualifications:
- North Carolina Teacher Licensure
- 18079 Special Endorsement in Computer Education (preferred)
- At least five successful years of classroom teaching experience
- Proficient in Google Apps (Drive, Sites, Mail, Calendar), Edmodo, Web 2.0 Tools and Project Based Learning
- Three letters of recommendation from current supervisor, a teacher, and one other current or previous supervisor regarding candidate’s qualifications

Essential Job Functions:

1. Provides professional development and support to Digital Integration Facilitators, teachers and administrators on digital learning integration, the North Carolina Computer/Technology Skills Curriculum, the North Carolina Technology Competencies for Educators, and administrative applications of software
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 with Digital Learning Facilitators
   - 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
   - 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 professional development in the areas of digital learning, the North Carolina Computer/Technology Skills Curriculum, and the North Carolina Technology Competencies for Educators
   - 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
   • Provides leadership and collaborates with the school improvement team to develop, implement, and update a
     school instructional technology plan aligned with the system-level technology 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 budgetary process to ensure funding for the instructional technology program to
     support system-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
   • Performs other duties and responsibilities as assigned by supervisor

Lead Digital Integration Facilitator

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 20 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, Smart Boards, 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 inquiries or complaints
   • use tact and courtesy when working and dealing with the 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
   • 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 our 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
   • 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