



**JOB TITLE:** Facilitator of Instructional Technology

**CLASSIFICATION:** Certified

**IMMEDIATE SUPERVISOR:** High School Principal

**OFFICE LOCATION:** Decorah High School

**RECEIVES GUIDANCE FROM:** District Administrators and the Director of Technology and Information Services

**PURPOSE OF THE POSITION:** The Facilitator of Instructional Technology helps teachers increase technology integration within the classroom to enhance student learning, achievement, and opportunities. The Facilitator of Instructional Technology supports teachers in *transforming* their classroom by integrating technology, according to the Technology Integration Matrix.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

**PLANNING AND PREPARATION**

- Assist in the development, annual review, and revision of a five-year strategic plan for use of technology in the school system.
- Assist in district and building-level strategic planning including identification of opportunities for improvement, development goals, determination of action steps, and evaluation of progress.
- Demonstrate knowledge of current trends in technology education, integration, and professional development.
- Demonstrate knowledge of the District's program and levels of teacher skill in delivering that program.
- Establish goals for technology integration within the instructional program appropriate to the setting and teachers served.
- Demonstrate knowledge of resources available within the District and the larger professional community to advance teachers' skills.
- Assist in the evaluation of the instructional technology program around clear goals and the collection of evidence to indicate the degree to which the goals have been met.
- Support and utilize district assessment platforms to ensure the completion of screening and testing measures and the use of data to inform instructional decisions.
- Plan, coordinate, and articulate the scope and sequence of the computer science program for the District.

**THE ENVIRONMENT**

- Maintain respectful professional interactions.
- Promote a culture of professional inquiry in which teachers seek assistance in improving their instructional skills.
- Establish clear procedures for teachers to use in gaining instructional support.
- Make good use of the physical and digital environment to engage all participants in training activities.

**DELIVERY OF SERVICE**

**PLC Process**

- Assist with the PLC process to support expectations and program evaluation and respond to team needs.
- Facilitate the curriculum review process for the Technology and Media/Library PLC teams following the DCSD Curriculum Review Cycle process.
- Ensure alignment of written, enacted, and assessed curriculum within and across grade levels and content courses.
- Meet monthly with assigned PLC Team Leads and report on their progress at the weekly coaching meeting.

## **Professional Development**

- Lead training for staff in new and/or current programs and assist instructional coaching teammates with training of staff.
- Support the professional growth of teachers in relation to the Danielson Instructional Framework and professional growth model.
- Form a coaching partnership with classroom teachers within the buildings you are assigned.
- Engage in professional learning at the district, building, and classroom levels to ensure high-yield instructional strategies are consistently implemented in all classrooms.
- Guide and support administrators, instructional coaches with professional development initiatives and implementation plans in buildings.
- In conjunction with administration and the TLC team, plan, deliver, and monitor the effectiveness of professional development for administrators, teachers, and support staff.
- Develop challenges for the Learn Decorah site and prepare to advise participants of the recertification and graduate courses.
- Check in with assigned Learn Decorah participants regularly and grade their submitted course work.
- Seek out opportunities for professional development based on individual need and in support of improving the District program that will engage all teachers in learning new instructional skills
- Provide guidance, feedback, and support for teachers through:
  - Model effective teaching practices.
  - Facilitation of meetings.
  - Reflective coaching conversations in the context of the Iowa Professional Development Model (IPDM).
  - Classroom walkthrough visits and observations.
  - Participation in peer discussions.
  - Fulfillment of Teacher Support Team responsibilities.

## **Communication**

- Ensure effective and clear communication between building administration, teacher leaders, and district staff.
- Coordinate communication with multiple stakeholder groups including administrators, teacher leaders, teachers, students, and families.
- Provide necessary information for each building's Week at a Glance.
- Add updates and items to the weekly coach meeting agenda.

## **STEAM/Future Ready Iowa**

- Partner with the Facilitator of ECSE, SEBH, & Community Partnerships other teacher leaders, and building principals to increase opportunities for STEAM education and authentic learning experiences.
- Provide suggestions for potential next steps to address areas of need.
- Provide instructional support and collaborative coaching to assist teachers in integrating STEAM education within the classroom.
- Support buildings in crafting curriculum and projects that prepare students for career pathways in the STEAM fields.
- Assist with the elementary STEAM Night.

## **Technology Integration**

- Plan, organize, model, and lead training for staff in new technology and/or current programs and support the instructional coaching team in assisting with training of staff.
- In conjunction with administration and the TLC team monitor the effectiveness of professional development.
- Guide and support administrators, instructional coaches, and collaborative teachers with professional development initiatives and implementation plans in buildings.
- Assist in facilitating the educational technology integration plan, including but not limited to communicating expectations, the involvement of other teacher leaders and Keystone personnel, professional development, and program evaluation.
- Assist in technology integration planning within the unit design and assessment development with teacher groups.
- Facilitate the Technology Integration Committee to ensure computer science standards are taught with fidelity across the district.

- Serve as a member of the District Technology Committee to recommend and implement the support of new hardware and software

## PROFESSIONAL RESPONSIBILITIES

- Serve as a resource to all buildings in specific content areas and focus areas.
- Engage in professional learning at the district, building, and classroom levels to ensure high-yield instructional strategies are consistently implemented in all classrooms.
- Display high standards of honesty and integrity in interactions and respect the norms of confidentiality.
- Complete and provide appropriate information, reports, agendas, and quotes for purchases on time.
- Collaborate with other instructional leaders in support of the District programs.
- Actively participate in building and district events and projects.
- Maintain positive and productive relationships with colleagues.
- Assist in evaluating the current reality of district initiatives and implementation efforts to reach the ideal state.
- Participate in strategic improvement planning efforts including the evaluation of data, setting SMART goals, and designing action plans to achieve goals.
- In collaboration with District leaders, oversee the progress of the DCSD and building strategic plans to ensure continuous Improvement efforts are consistently employed.
- Participate in regularly scheduled rounding meetings with the direct supervisor.
- Regularly attend DLT meetings, monthly coach meetings, Elementary Lead Team meetings as needed, and high school building meetings when available.
- Maintain a reliable attendance record.
- Perform other duties as assigned.

Revised Date: 3/30/23

Adopted Date:

*It is the policy of the Decorah Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Justin Albers, Decorah Middle School, 405 Winnebago St., Decorah, IA 52101, [justin.albers@decorah.k12.ia.us](mailto:justin.albers@decorah.k12.ia.us).*