

Facilitator of Media Services

QUALIFICATIONS:

Certification:

- State of Illinois Professional Educator License – Self-Contained Elementary – K-9
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Direct Supervisor: Superintendent or Designee

VISION:

The Facilitator of Media Services engages in the design, implementation of multi-media and programs and services to support the intellectual, personal and social development of all students. The Facilitator serves on committees to study, monitor and improve programs and processes and provides direct services to schools. As a result, the district makes continuous improvement toward achievement of state and district expectations.

JOB GOALS:

1. All students meet or exceed state expectations for learning as assessed by Illinois Assessment of Readiness (IAR)
2. All students meet or exceed district expectations as assessed by local measures.
3. Ensure that the district technology standards are current and aligned.
4. Facilitate the implementation of the technology curriculum within each school.
5. Support the implementation of emerging instructional technologies within classrooms and Learning Centers.
6. Support data usage and continuous improvement processes in the district and schools.
7. Facilitate the development of a remote e-learning platform and curriculum for each school level.

8. Provide job-embedded training and on-going professional development to staff. Support age appropriate tech standards and best practices for integration into the curriculum.

RESPONSIBILITIES:

Planning and Preparation

- Demonstrate knowledge of technology integration and current trends in information technology.
- Demonstrate knowledge of the schools' and district's programs, and student information needs within those programs.
- Establish goals for the technology program appropriate to the setting and the staff and students served.
- Demonstrate knowledge of resources, both within and beyond the schools and district and access to such resources
- Plan the technology program, integrated within the overall school and district program.
- Develop a plan to evaluate the district technology program.

Environment

- Create an environment of trust and respect.
- Support the relationship between technology, and the improvement of instruction.
- Establish clear procedures for staff to gain access to technology support services.
- Establish and maintain a current technology rich environment.
- Establish and maintain norms of behavior for professional interactions.
- Assist paraprofessionals in the establishment and maintenance of technology hardware and software.
- Organize physical space for workshops or training, including use of training equipment, arrangement of furniture for visual access, traffic flow, and match between the physical arrangement and workshop activity.

Delivery of Service

- Maintain and extend district instructional technology in accordance with the schools' and district's needs, and within budget limitations, and including a periodic inventory, repairs, weeding out etc.
- Support school level teams and individual teachers in the implementation of research-based instructional practices.

- Provide training through teaching model lessons, providing presentations, conducting workshops, and facilitating study groups as needed.
- Provide direct instructional support to students, teachers, and school level teams as needed.
- Locate and organize resources to support the improvement of instruction.
- Demonstrate flexibility and responsiveness.
- Other areas as needed assigned by supervisor.

Professional Responsibilities

- Reflect on practice and set goal for personal performance.
- Prepare and submit reports as required.
- Coordinate work with other instructional support team members.
- Promote a learning community culture.
- Engage in professional development as required to meet job goals and responsibilities.
- Show professionalism, including integrity and confidentiality.
- Adhere to district sick leave and personal leave policies and is punctual to job assignments and meetings.

TERMS OF EMPLOYMENT:

Work Day:

Atypical work day with schedule as required to achieve goals

Work Year:

180 Days plus summer per diem to be assigned by supervisor as needed

Bargaining Unit:

Bargaining Unit

Salary and Benefits:

Per Contract

EVALUATION:

Per Contract