

Descriptor Term:

GFAED

**JOB DESCRIPTION:
TECHNOLOGY TRAINER/FACILITATOR**

ISSUE DATE: **8-6-07**

QUALIFICATIONS:

1. Experience in implementing data management systems networks, operating systems, software and peripherals.
2. Possess a background in networking application software and hardware.
3. Posses knowledge of audio and video systems and other peripherals and the integration of these with computer systems.
4. Possess a strong background in hardware maintenance.
5. Ability to effectively instruct personnel in the use of technology.
6. Ability to effectively work and communicate with administrators, supervisors, and staff.
7. Possess strong communication skills.
8. Strong work ethic and dedication to assigned tasks.
9. Possess the ability to lift, carry, and push/pull items with a strength factor of medium work.
10. Possess any combination of education and training which demonstrates the ability to perform the duties and responsibilities as described.

DUTIES AND RESPONSIBILITIES:

1. Collaborate with users and district IT personnel to test software and hardware, evaluate functionality, ease of use, security and whether the product conforms to District standards.
2. Install, configure and upgrade educational technology, including: hardware, peripherals, AV equipment related to computer usage, client software, server software, and other educational technology, as needed.
3. Maintain educational technology, including hardware and software in the training lab and in the school and offices as time permits.
4. Work proactively to keep educational technology and all other technology secure and safe.
5. Troubleshoot and solve technology problems by deduction, research, and communication with users, District IT personnel, other staff, and vendors.
6. Train staff on software, hardware, and peripherals, in individual or group tutorial environments, or provide outside contractors to provide training. Knowledge of software titles include, but are not limited to the following:

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Microsoft Office applications, graphics, webpage, Internet, e-mail, operating systems, Tandbergh Distance Learning applications, Promethean ACTIVStudio and ACTIVPrimary software, STI Information NOW, Atomic Learning, United Streaming, Book Systems and Follett Library software, Accelerated Reader and Reading Counts Software, FastForWord, etc.

7. Attend educational technology workshops and conferences.
8. Write and/or revise user training manuals and procedures.
9. Respond to emergencies caused by hardware, software, and application program malfunctions in offices and schools as time permits.
10. Maintain training lab with routine software scans and upgrade and hardware maintenance as required.
11. Provide sign-in sheets for professional development documentation and CEU credits if applicable.
12. Provide after school and night training for staff and community awareness programs.

MISCELLANEOUS:

1. Perform any other duties as directed or assigned.

TERMS OF EMPLOYMENT: Twelve (12) months

EVALUATION: Job performance will be evaluated annually, by the Technology Director in accordance with provision of board policy.

SALARY: Salary based upon School Board Policy GGB