

EDUCATIONAL TECHNOLOGIST/BUILDING FACILITATOR

JOB SUMMARY

The Educational Technologist/Building Facilitator (ET Facilitator) is seen as a leader of education technology in support of Mid-Pacific Institute's technology vision and initiatives. Working closely with the Director of Educational Technology, the ET Facilitator will focus on Educational Technology training and support for teachers as well as building facilitation. They will serve as first-level support for any teacher or student on the floor of the technology facility. They ensure that all equipment in the technology facility is maintained and in working order and assist faculty and students with checking equipment in and out. In addition, this role involves exploring and experimenting with emerging and innovative uses of technology in the facility and in the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintain a presence on the floor while supervising students before and after school, as well as any breaks during the day
- Organize, clean and ensure that all equipment in the facility is in working condition
- Check equipment in/out to students and faculty, and input new equipment into the system
- Supervise all students in the facility
- Assist faculty and other parties that reserve space in the facility
- Support all technology classes in the facility
- Continually examine and improve protocols and processes to provide a user-friendly experience for all in the facility
- Meet with faculty in their classrooms to assist in the integration of technology into their curricula
- Collaborate with "tech buddies" to support their needs in the classroom
- Develop a relationship with the assigned Principal(s) and deliver a monthly tech report at their faculty meetings
- Assist in creating a budget with the Director of Educational Technology to cover all consumables, classroom materials, hardware and software for the technology facility
- Provide input on hardware and software evaluations
- Keep abreast of current and emerging technologies to provide leadership in assigned content area
- Explore, research, and experiment with up-to-date trends in educational technology to offer solutions that will help the School fulfill its technology vision; regularly communicate findings with the Director of Educational Technology and colleagues
- Help design and facilitate educational technology workshops and training sessions for faculty, staff, students, and parents
- Model good digital citizenship to students, faculty and families as well as assist with digital citizenship curriculum and iParent/myPueo trainings
- Participate in local, national and international groups specific to technology and 21st Century Skills
- Collaborate effectively with other members of the Educational Technology team
- Support the technology vision set forth by the President, Chief Innovation Officer (CIO) and Director of Information Technology, and Director of Educational Technology

JOB DUTIES include but are not limited to the following:

- Understand purpose, function, and curricular potential of all technology on campus
- Showcase Mid-Pacific's innovative technology programs at conferences and/or other public venues
- Mentor Independent Studies students with project needs
- Work closely with Informational Technology to troubleshoot any software or network issues, and to assist the department as needed
- Potential night and weekend duties as needed
- Vacation needs to be coordinated and approved by the Director of Educational Technology as teacher breaks are project times for the Educational Technology department
- Expect to work overtime occasionally and flexible hours depending on school needs

QUALIFICATIONS

Must be a self-starter who is passionate about technology and keeps abreast of all facets of technology including, but not limited to, hardware, software, social media, and educational technology legislation. Demonstrate organizational skills for keeping the facility clean and equipment organized. Serve as a pleasant, professional, knowledgeable and approachable point of contact for faculty, staff, students, and families. Effectively communicate technical concepts to technical and non-technical audiences through outstanding written, oral communication, and presentation skills.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in computer science or related field and/or experience within Educational Technology or teaching
- Professional certifications as appropriate
- Experience with Apple iOS, Android, Mac OS X, and Windows

PHYSICAL DEMANDS

Mid-Pacific Institute's campus consists of multiple buildings on 44 hilly acres that requires frequent walking uphill, up and down stairs, and to fields for fire drills. Frequently stand throughout the day and at times for extended periods of time; sit in a normal seated position reaching by extending hand(s) or arm(s) in any direction throughout the day for extended periods of time. May frequently bend; lift and carry boxes, workstations, monitors and printers up to 50 pounds. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s); for example, using a keyboard. It is important to see and hear within normal parameters and possess the ability to move about with little to no difficulty.

MENTAL DEMANDS

On a daily basis must frequently problem solve, make decisions, interpret data, organize, write, plan, clearly communicate, and exercise flexibility.

EQUIPMENT USE

Telephone, computer, iPad, Apple TV, 3D printers, VR equipment and Laser Cutter – frequently
Copier, projector and LCD – occasionally

WORKING CONDITIONS

Indoor – frequently

Outdoor, loud noise, cold and hot temperatures - occasionally

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.