



## **Educational Facilitator / Educational Technology Specialist**

The Educational Facilitator (EF) position is a certificated, exempt position with Dimensions Collaborative School which is operated by Element Education. The EF reports to the School Director and Regional Manager and is primarily responsible for providing support and guidance to parents and facilitating student learning which includes, but is not limited to, assessing, developing, planning, organizing, and monitoring comprehensive educational plans for the desired success of each student.

### **Essential Functions**

#### **Educational Technology Specialist**

1. Instruct technology classes
2. Support Educational Facilitators and Instructors with the use of educational technology
3. Provide professional development for staff
4. Provide instruction, training, resources, and assistance to facilitate the use of technology-based educational tools and platforms (applications, software, operating systems, new technology devices, and programs) including assessing the staff on their understanding, skills, and integration of technology
5. Integrate technology into curriculum and teaching practices
6. Identify, design, and effectively incorporate technology plans, tools, and programs into the learning environment
7. Provide and implement recommendations for the integration of educational technology into the curriculum
8. Collaborate with staff to develop implement, and monitor a technology framework for the most effective integration of technology into teaching and learning with consideration for adaptive assessment, adaptive instruction, different student learning styles, and core content state standards

#### **Support Student Learning – Educational Technology Specialist**

1. Provide input in the development of school-wide programs that enables students and parent-educators to use technology as a learning tool
2. Provide classroom management tips for use of technology within lessons
3. Promote the safety and wellbeing of all students, including digital citizenship
4. Assess students' educational needs and match needs with appropriate technologies
5. Assist and train staff in using technology effectively for assessing student learning and providing relevant and engaging learning experiences
6. Recommend technology strategies to enhance student learning
7. Provide assistance and training for online assessments, including state testing

#### **Support Student Learning (SSL) – Educational Facilitator**

1. Collaborate with parents and students on goals, objectives, and assignments which integrate state standards with student interests and talents; establish summative assessment tools
2. Collaborate with parents and students on methods of study and relevant learning plans which best fit students' learning styles and academic needs while offering opportunities for mastery, autonomy, and a sense of purpose

3. Collaborate with parents and students on preparing the learning environment in accordance with students' learning styles and school's philosophy
4. Provide appropriate learning resources and educational materials, including collaborating with Learning Center staff and Instructors, to complete assignments related to Personalized Plan and Record (PPR) in a timely manner
5. Assess regularly for academic growth and planning; Use formative assessment and self-reflection to guide learning
6. Communicate academic assessment to parents and students through regular reports and semester report cards
7. Monitor Individualized Education Plan (IEP) goals and objectives
8. Meet with student and parent as needed, but at least the minimum required by the school, to discuss progress made on learning plan
9. Assist parent and student in maintenance of learning portfolio / learning management system
10. Collaborate with specialized instructors, as needed, to meet the needs of all students
11. Assist with organizing field trips
12. Provide course instruction, including preparation
13. Provide syllabi, communiques, assignments, and project updates to the Regional Manager each learning period
14. Collaborate with other EFs in evaluating student work for learning center classes
15. Assist with the coordination of subject area classes offered including, but not limited to, planning and ordering supplies
16. Maintain open communication with students and parents on a weekly basis

#### Accountability and General Administration – Educational Technology Specialist

1. Develop, implement, and monitor technology-based professional development programs, including online courses and web-related workshops
2. Troubleshoot software problems and recommend repairs, as needed
3. Assist in evaluating the effectiveness and performance of programs and software and make recommendations for improvements
4. Train staff about accessibility and copyright issues
5. Develop computer/software training materials

#### Accountability and General Administration (AGA) – Educational Facilitator

1. Maintain student records in accordance with school policies and procedures
2. Manage school resources in accordance with school policies and procedures
3. Manage EF budget in accordance with school policies and procedures
4. Return all correspondence, including phone calls and emails in a timely manner; Be accessible during work hours
5. Support students in preparation for and completion of state standardized tests
6. Help organize and proctor all state standardized tests
7. Assist with the supervision of the learning center, as needed
8. Ensure the safety of students, including conducting emergency drills and cleaning of facility
9. Attend and actively participate in all required meetings, trainings, and school functions; Promote and participate in creative exchange of ideas.
10. Observe confidentiality

#### Public Relations (PR)

1. Communicate school highlights and activities to parents; Maintain open and honest communication with families
2. Recruit students as necessary
3. Seek opportunities for parents and students to connect with and support each other
4. Develop positive relationships with parents and the general public associated with the organization
5. Communicate and support the school's mission, policies, and procedures
6. Represent Element Education and its programs in a positive and professional manner
7. Act as a liaison between parents and staff, as needed

#### Professional and Organizational Development (POD)

1. Read a minimum of two books annually from required/recommended reading lists or in accordance with the EF's organization goals
  2. Seek innovative approaches to self-directed learning and formal training
  3. Practice reflective observation regularly; Maintain growth mindset
  4. In collaboration with the Regional Manager and the School Director, plan for own career growth and ongoing professional development
  5. Understand and contribute to Organization's vision, growth, and development
- Other duties as assigned

#### Knowledge, Skills, & Abilities (KSA)

1. Extensive knowledge of digital platforms, tools, media, methods, and design processes
2. Knowledge of current literature, trends, and developments in the field of instructional technology
3. Demonstrated knowledge and experience in using educational technology including methodologies used in teaching and learning and integration in to the classroom setting
4. Ability to analyze data and define and solve problems for technical applications
5. Demonstrated expertise and ability to express course material, pedagogic goals, and best practices for learning through the application of technology to existing materials and structures
6. Experience with delivering applications in a networked environment
7. Demonstrated experience developing and delivering technical training to a non-technical audience
8. Knowledge of common software application packages, equipment platforms, reference database systems and sources, and training methods, learning management systems, and understanding of networks, data, communication, telecommunication, and multimedia systems
9. Understanding of Personalized Learning Model
10. Knowledge of and experience with a wide range of K-12 curricula in all subject areas
11. Knowledge of and experience with a wide range of educational philosophies
12. Knowledge of the A-G requirements for high school students on the UC/CSU path
13. Manage a home office and flexible schedule
14. Familiarity and commitment to the mission and educational philosophy of Element Education
15. Ability to maintain records
16. Ability to maintain confidentiality regarding parents, families, and staff
17. Ability to exercise emotional maturity in communicating with students, parents, and colleagues
18. Demonstrate considerable knowledge of computers and all aspects of the Microsoft Office
19. Demonstrated ability to work under pressure, prioritize, multi-task, and meet deadlines

20. Ability to communicate clearly and concisely, both orally and in writing; Use appropriate language, tone, and English usage
21. Demonstrate good judgement
22. Ability to establish and maintain effective relationships; Be approachable and professional
23. Ability to work independently with minimal supervision; Be self-motivated and well-organized
24. Ability to think strategically and independently
25. Ability to accept responsibility and constructive criticism
26. Demonstrate willingness to help others and foster a cooperative and positive working environment
27. Ability to deal with potentially irate and emotionally agitated members of the public and stressful situations

### **Requirements**

1. Possess a bachelor's degree from an accredited university
2. CA teaching credential
3. Phone, internet, and scanner for school business

### **Upon Hire/Offer**

1. First Aid/CPR/AED certification
2. Proof that employee is free of active tuberculosis (i.e. TB risk assessment, TB test, X-ray, etc.)
3. Successful background clearance

**Salary:** Full-Time: \$47,474 - \$91,757; Part-Time: Up to 74% of \$47,474 - \$91,757

**Stipend:** (1) Home Office/Supply; (2) High School

**Benefits:** Comprehensive benefits package (FT Only); STRS; school holidays; 5 sick days

**Work Schedule:** 11 months

**FLSA Classification:** Exempt

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to read, speak, see, and hear well enough to communicate by telephone, electronically, and in person. Employee must also regularly be able to write, file, type and operate a computer, telephone, and general office equipment. Job duties are occasionally performed on electronic mobile and desktop devices. The employee must frequently sit for an extended period of time and is required to occasionally stand and walk. The employee is required to speak for long periods of time. The employee must occasionally stoop, kneel, crouch, and/or lift up to 25 lbs.

The employee must have reliable transportation and be able to attend meetings at various Element Education regions.

### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in a variety of settings including, but not limited to, the home office, student homes, Learning Centers, the Administrative Office, and vendor locations. Noise level is moderate to loud. Element Education is an Equal Employment Opportunity employer.

*This document is an outline of the primary tasks assigned and may be revised at the discretion of the School Director, with Executive Director approval. This job description does not constitute an employment contract, implied or otherwise, other than an "at will" relationship and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I, \_\_\_\_\_, understand and agree to fulfill the duties as described above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Updated 4/15/20*