

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROJECT TRAINER (TECHNOLOGY) TECHNOLOGY SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

The purpose of the Project Trainer position is to provide instruction, training and resources in order to facilitate the use of technology in the classroom, which will increase student use and impact student achievement. The employee will direct the instructional technology program for Guilford County Schools by delivering training, like the ENTech instructional technology integration model, designed to give professional development to teachers in the school system. This position reports to the Director of Technology.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology.

Models the integration of technology in all curriculum areas.

Collaborates with teachers and other instructional staff to facilitate student participation in technology programs.

Conducts staff development in the areas of technology integration, the North Carolina Computer/Technology Skills Curriculum, and the North Carolina Technology Competencies for Educators.

Creates an awareness and facilitates the use of instructional technology resources to enhance learning.

Follows a plan for professional development and actively seeks out opportunities to grow professionally.

Implements best practices related to technology use in the district's technology program based on research, pilot programs and state/national standards.

Works with principals and school leadership teams to provide access to technology resources.

Works with teachers and technology staff in the selection of resources that are compatible with their schools technology infrastructure.

Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources.

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Collaborates with teachers, media and technology facilitators to evaluate and select resources addressing curricular needs and learning goals.

Leads in the ongoing evaluation of the effectiveness of the instructional technology programs.

Prepares and submits accurate reports as required.

Works with the Supervisor of Instructional Technology for continuous improvement, development and revisions of the professional development model(s) for curriculum and technology integration.

Facilitate and schedule training at the Technology Center, working with the Director of Technology and the schools in Guilford County.

Prepare all training materials for technology training including supplies for participants, data files and templates, equipment and instructor resources.

Be responsible, primarily, for the delivery of technology training in the center, which includes limited travel to school team sites for follow-up and support.

Perform administrative duties by maintaining records of participant assignments, feedback and distribute certificates of completion.

Meet all evaluation requirements of the GCS Instructional Technology programs by submitting reports in a timely fashion.

Communicate regularly with the Supervisor of Instructional Technology and submit all required reports. Attend and participate in instructor work sessions and attend all required training.

Performs other job-related work as required.

Carries out non-instructional duties as assigned and/or as needed.

### **MINIMUM TRAINING AND EXPERIENCE**

Position requires a minimum of a Bachelor's Degree and a valid North Carolina teaching license in any K-12 education specialty preferably with ENTech Certification. Must have classroom teaching experience with a minimum of 1-2 year's experience as a technology facilitator. Position requires proficiency with computer and other instructional technologies.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computer hardware and software, office equipment, etc. Must be physically able to operate a motor vehicles. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Light Work.

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**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information.

**Language Ability:** Requires the ability to read a variety of correspondences, technical manuals, trade journals, etc. Requires the ability to prepare reports, forms, system documentation, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of federal, state, and local policies and procedures regarding instructional technology.

Considerable knowledge of the current literature, trends and developments in the field of instructional technology.

Considerable knowledge the North Carolina student computer competency requirements.

Considerable knowledge of the appropriate uses of technology for instruction in various subject areas.

Considerable knowledge of computer technology, multiple hardware platforms, network architecture and cabling techniques.

Considerable knowledge of multimedia, telecommunications, and popular software packages used for word processing, spreadsheet and database applications.

General knowledge of the principles of supervision, organization and administration.

General knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to evaluate the effectiveness of programs and make recommendations for improvements.  
Ability to develop long term goals and objectives.

Ability to evaluate the performance of hardware and software and make recommendations for improvement.

Ability to organize and deliver staff development opportunities that support the use of technology in education.

Ability to exercise independent judgment in directing the work of subordinates and in making technical decisions.

Ability to develop and administer budgets.

Ability to maintain complete and accurate records and to develop meaningful reports.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.