

Phoenix Union High School District No. 210
4502 North Central Avenue
Phoenix, Arizona 85012

Equal Opportunity Employer

POSITION TITLE:	TOA, Facilitator of Virtual Instruction & Learning Management Systems	DIVISION:	Instruction & Accountability
WORK YEAR:	9 Months	DEPARTMENT:	Curriculum
LOCATION:	CES	SALARY SCHEDULE:	Teacher/Title I Funded

DEFINITION:

The Facilitator of Virtual Instruction & Learning Management Systems utilizes their knowledge of technology, curriculum and best practices in instruction to support the development and implementation of technology to support instruction and assessment. The Facilitator of Virtual Instruction & Learning Management Systems consults with the IT Division to lead and participate in the evaluation, selection development and integration of instructional models using technology, Virtual and Credit/Concept Recovery opportunities and management of student and staff learning management systems. The Facilitator of Virtual Instruction and Learning Management Systems will work with staff district wide to promote and monitor the effective use of technology in teaching and learning. The Facilitator of Virtual Instruction and Learning Management Systems will work appropriate personnel at the District level to support plans required by Arizona Department of Education. Performs job related duties as assigned. This position may be renewed on an annual basis and is only valid for the length of the time that the Arizona Department of Education approves the use of Title I funds.

MAJOR DUTIES:

1. Design, develop, conduct and evaluate a district-wide comprehensive staff development program for integrating technology in to content areas and flexible learning environments.
2. Research, design and teach effective utilization of digital technologies to facilitate the District's transition towards digitally based curriculum and virtual learning systems.
3. Work directly with the IT Division to assist staff district wide in the selection of technology and related software and advises of new and existing technology as it relates to curriculum and supporting instruction.
4. Maintain a system of files (both paper and computer) for all records required by both the District and the Arizona Department of Education including but not limited to, training, professional development, travel, purchases, inventory and payrolls.
5. Coordinates with the other divisions at CES to suggest vendors, code, process, and track all requisitions for supplies, equipment, software, travel, registration, mileage and miscellaneous activities.
6. Develops, conducts and coordinates training for staff on the district adopted grade book and student information system.
7. Develop and implement a system of distributing technology based products to teachers in conjunction with the IT Division.
8. Pursue professional development opportunities in order to remain current in professional practices related to technology and supporting best practices utilizing technology in the classroom.

POSITION TITLE: TOA, FACILITATOR OF VIRTUAL INSTRUCTION AND LEARNING MANAGEMENT SYSTEMS

- 9. Design, develop and implement a comprehensive plan to manage District, State and National assessments of student learning as required.
- 10. Perform other duties related to curriculum development and implementation as assigned by the Director of Curriculum.

QUALIFICATIONS:

- 1. Master's Degree in Curriculum and Instruction with an emphasis in Technology or related field preferred.
- 2. Arizona Secondary Teaching Certificate.
- 3. Minimum of five (5) years of teaching experience in a middle or secondary setting.
- 4. Minimum of two (2) years of experience in developing, implementing and evaluating curriculum with technology embedded in to the learning experiences.
- 5. Ability to communicate and work effectively with District and campus level administration, Teachers on Assignment, Support Staff, and Arizona State Department of Education Personnel.
- 6. Possess a working knowledge of audio, video, digital, computer hardware and software, electronic equipment and operating systems.
- 7. Good command of the English language and ability to compose letters and reports using correct grammar, spelling and punctuation.
- 8. Knowledge of District policies and procedures preferred.

SUPERVISION RECEIVED:

Curriculum Director

SUPERVISION GIVEN:

None

<p>PREPARED BY:  Laura Felles, Director of Curriculum</p>	<p>REVIEWED BY: </p>	<p>REVIEWED BY: </p>	<p>JOB NUMBER:</p>	<p>EFFECTIVE DATE: July 1, 2013</p>
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