

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**INSTRUCTIONAL TECHNOLOGY APPLICATIONS FACILITATOR**

**Job Purpose**

Coordinates and facilitates the use of instructional technology in instructional practice and as an integral educational tool to enhance student achievement in District schools.

**Responsible to**

Local District Superintendent (or designee) or central office Division heads (or designees) and receives technical direction from Chief Technology Director, Educational Technology Services and Customer Support.

**Functions**

Essential Functions

1. Serves as a resource for classroom teachers in the use technology, media, and data as an educational tool and in the use of a variety of instructional technologies in the classroom.
2. Plans and implements staff development for classroom teachers to promote the integration of instructional technology, media, and data into the curriculum.
3. Serves as a consultant to school site administrators, counselor and teachers for the implementation of online learning, the use of electronic assessments and data, and other instructional technology applications.
4. Evaluates software and other instructional programs for appropriate use in the District's curriculum and state frameworks.
5. Facilitates the development and implementation of a school's Instructional Technology Use Plan and its alignment to the District Education Technology Plan.
6. Acts as the liaison between classroom teachers and the local district support personnel.
7. Assists in school-wide, local-district-wide, and District-Wide software and computer acquisition.
8. Acts as the liaison with personnel in District offices to facilitate the use of technology in instruction by staff and students.
9. Works with schools to plan and implement opportunities/activities for parents and the community to increase participation in school programs and support student use of instructional technology.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

**Qualifications**

Education and Experience

*Required*

1. At least three years of successful full-time service in a certificated position(s).
2. Experience using and supporting instructional computer applications in a K-12 school.

### *Desirable*

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. Experience with a wide range of instructional, productivity, and utility software.
3. Experience using Internet resources in instruction.

*NOTE: For definitions of years of service, refer to Policy Guide E23.*

### Credentials

A California credential or combination of credentials authorizing service at the elementary or secondary level must be in force and on file in the Office of the Los Angeles County of Superintendent of Schools.

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Understanding of District curricular standards and state frameworks.
2. Knowledge of current trends, literature, and best practice in the use of instructional technologies in the classroom.
3. Knowledge of learning modalities and the use of computers as educational tools to improve student achievement.
4. Leadership skill in facilitating group processes, including consensus building and resolution of conflict.
5. Ability to plan, organize, set priorities, and manage time with a minimum of supervision.
6. Knowledge of staff development resources relating to instructional technology.
7. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
8. Knowledge of software licensing requirements.
9. Ability to compose and comprehend written communication using word processing applications.
10. Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives, both individually and in groups.
11. Ability to evaluate instructional value of software.
12. Mobility to travel to other sites/locations.

### Status

Permanent certificated employee of the Los Angeles Unified School District.

*NOTE: This is a Special Services Salary (D) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

MSR/JRT