



Technology Regional Facilitator

September 1 2023- May 31 2024

IDAHO SUPERINTENDENT'S OFFICE OF PUBLIC INSTRUCTION

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Program Coordinator: Kaylene Hoyt

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Position Description:

Under the guidance of the Superintendent, the Director of Content and Curriculum, and the Coordinator for Instructional Technology, the (6) Technology Regional Facilitators will help implement the strategic goals of the Superintendent of Public Instruction and the objectives of the Content and Curriculum team. Facilitators report directly and regularly to the Coordinator, and give direction and leadership to the technology teachers and leaders of their region. Facilitator will live in the geographic region represented.

Scope of Work:

The Director of Content and Curriculum desires that the Regional Facilitators perform, and the Facilitators agree to perform, in addition to any other work as may be directed by the Superintendent Office of Public Instruction, the following:

I. Administrative Support

- a. Provides regional advice and information to the Instructional Coordinator
- b. Assists the Coordinator with the development and implementation of the Superintendent's strategic planning efforts
- c. Provides consistent, timely, and relevant information to the regional members they represent through regular communication via email, phone contact, or regional meetings

II. Program Administration



- a. Gathers information from regional stakeholders (Teachers, Facilitators, Parents).
 - i. Creates, maintains and communicates monthly with relevant events, information, activities, and professional development opportunities.
 - ii. Creates and maintains a current database of regional stakeholders
 - iii. Be familiar with education materials in the region, including community resources, and promote relevant use of any resources or materials.
 - iv. Report on regional best practices, accomplishments, concerns, and needs at State Facilitator meetings.
- b. Plan and coordinate regional professional development
- c. Administer PD credits as Instructor of Record/Assistant with Instructional Coordinator guidance
- d. Problem solve and trouble shoot with teachers in region with Certiport, Adobe, Brain Buffet, Coding in Minecraft, etc. until issue is resolved.
- e. Confirm appropriate Adobe Admin Consoles and Brain Buffet management
- f. Facilitate regular communication and collaboration with other Regional Facilitators
- g. Attend regular meetings of Regional Facilitators and the Coordinator
- h. Collect relevant regional program data to evaluate efficacy and report this to the Coordinator
- i. Be available to serve and/or recommend teachers for RFI/RFP and/or other committees and initiatives brought on by Superintendent or Coordinator

III. Mentorship/Advocacy

- a. Act as a leader and/or mentor for first year teachers to one of the state supported programs
- b. Work with partners, schools, out-of-school organizations, TAC members and business on new regional outreach opportunities
- c. Utilize a variety of media platforms to raise awareness, publicize events, highlight successes, and disseminate information regarding technology education in your region

*Time commitment should not exceed more than 5 hours a week.

Minimum Qualifications:

- a. Certified teacher, teaching in Idaho
- b. Holds certification from Adobe, Microsoft or Capstone for Coding in Minecraft
- c. Strong speaking, listening, presentation, writing and computer skills
- d. Positive and professional attitude



Compensation:

The compensation for the above deliverables is \$3,000 for the 2023/2024 school year and invoiced once to the SDE at the end of May, 2024. This position is contract position and the contractor will bear all costs, fees, and expenses associated with the execution of the work.

To apply, submit the following documents to

Kaylene Hoyt; khoyt@sde.idaho.gov

1. Resume
2. Letter that addresses qualifications and scope of work. How will you provide administrative support, facilitate regional programming, and help with mentorship and advocacy?