



Instructional Technology

Christa McAuliffe Sherwood Center
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www.ebrschools.org

School Technology Facilitator Responsibilities

POSITION QUALIFICATIONS:

Basic computer literacy and knowledge of current operating systems

GENERAL RESPONSIBILITIES:

The School Technology Facilitator (STF) will:

Be responsible for technology resources at the building level in accordance with the district technology plan, policies, and procedures established by the East Baton Rouge Parish School System. The EBR district technology plan can be found at

<http://technology.ebrschools.org/explore.cfm/planspolicies/>

Inform principal and teachers of any and all network updates

PERFORMANCE RESPONSIBILITIES:

- Trains users in the use and proper operation of networked computers
 - Login/Logout Instructions
 - Password assignments
 - Organizational designators
 - Basic Troubleshooting
- Trains teacher in proper care of computers, printers, cameras, etc.
- Periodically checks icons located in the Novell Application Launcher (NAL)
- Performs basic troubleshooting
- Enters work order requests in Track-It
 - Network issues
 - Workstation problems
 - NAL problems
 - Network software installation
- Maintains software copyright information and documentation
- Completes LA DOE mandated School Technology Survey