


**Dr. Roberto Padilla**

**Superintendent of Schools**

Mr. Ed Forgit  
Mr. Michael McLymore  
Ms. Sara Feliz  
Mr. Gregory Kern

Deputy Superintendent  
Asst. Superintendent, Human Resources  
Asst. Superintendent, Curriculum & Instruction  
Asst. Superintendent, Finance

DATE: October 10, 2017  
MEMO: TO ALL BUILDINGS-PLEASE POST  
FROM: Michael McLymore *MM*   
Assistant Superintendent of Human Resources  
RE: Anticipated Vacancy – Teacher on Special Assignment

Replies must be received in the Office of Human Resources by 4PM on October 16, 2017. (Not holding to the 10 day posting period)

**POSTING NAME:** TOSA – ITF

Instructional Technology Facilitator

**Qualifications:** (A complete job description may be found on the District's website next to the posting)

**Minimum Education Level, Certification, and Experience**

- Degree in Computer Science/Educational Technology highly preferred
- Bachelor's degree and Master's Degree from an accredited college or university.
- 3 years of successful teaching experience
- Experience developing and delivering a variety of adult professional development activities
- New York State Educational Technology Certification

**Skills Required**

- Knowledge of instructional technologies, instructional delivery, curriculum development, data analysis, and assistive technologies. Fluency with a broad range of hardware and software including but not limited to computers/tablets (Windows/Mac/Android/Chrome), audiovisual equipment, Interactive Whiteboards, mobile devices, the Office 365 Ecosystem, Learning Management Systems, Infinite Campus, Open Ed Resources, IMS Global and Interoperability Standards.

**Job Goal**

Instructional Technology Facilitators (ITF's) instruct other school staff and students in using technology for teaching and learning. They provide training, integration strategies, and support to teachers and administrators empowering them to use digital resources effectively. ITFs exhibit flexibility, adaptability, and resourcefulness in an ever-changing technology environment.

**Internal candidates:** please respond in writing (posting name must be included) **AND** include current resume with letter of interest on or before closing date to:

Michael McLymore, Assistant Superintendent of Human Resources  
124 Grand St., Newburgh, NY 12550. OR FAX TO: 845-563-3468

**PLEASE DO NOT EMAIL Mr. McLymore directly**

**External candidates:** applicants must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) include posting name, on or before closing date. If you do not have access to a computer, or need assistance in the application or interview process, please notify the Office of Human Resources.

MM: tc