

Job Description
Moore Public Schools

11.13

Job Title: Academic Resource Team: Instructional Technology Supervisor

Qualifications:

Education: Bachelors degree in Computer Science, Data Processing, Education or related field. Masters Degree preferred.

Experience Required: Minimum of 5 years experience preferred in the management of coordination of computer technology developments, software enhancements and designs for instructional technology. Experience with the integration of technology and curriculum/instruction preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpretation: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, and regulations.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.

Must be familiar with various word processing and database/spreadsheet software programs and have experience with Macintosh and PC topologies.

Site: Technology

Report To: Director of Technology

Job Coal (Purpose of Position): Serve as the agent to support a comprehensive technology system as demonstrated by the district technology plan for the acquisition and use by elementary and secondary public schools of technology, technology enhanced curricula, instruction, professional development activities focused on the use of technology as an instructional tool, administrative support resources and services to improve the delivery of educational services. Establishes short and long term plans, coordinates changes for effectiveness, increased productivity and efficiency.

Contact with Others: This position has regular contact with members of own staff, district and public. Interpersonal interaction or communication is critical.

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Performance Expectations: Successful performance of the job requires good customer service/people skills to elicit information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other Board Policies. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the education system.

Essential Job Functions (Performance Responsibilities):

1. Recommends policy and procedural changes as required by State and Federal Law or as requested.
2. Assists in the development and implementation of software enhancements.
3. Manages and provides ongoing, sustained and intensive high quality professional development involving all school professional staff in the integration of advanced technologies into curriculum and instruction and in using those technologies to improve teaching and learning.
4. Coordinates procedures and communication between data processing and curriculum and instruction.
5. Assists district instructional personnel with the selection, upgrade and operation of software and technology programs and enhancements for utilization by administrators, support personnel, and certified staff members.
6. Assists data processing in scheduling, training, and troubleshooting the problem areas that affect the work of the schools.
7. Assumes primary responsibility for instructional hardware and software purchasing from vendors in accordance with board purchasing policies and procedures.
8. Coordinates with Technology Department to prepare initial hardware and software requisitions for all new school sites through coordination with building administrators.
9. Coordinates all computer science curriculum needs, including assisting in the compilation and writing of curriculum guides and selection of computer science materials.
10. Assists curriculum coordinators in the evaluation of software-related supplemental materials provided with textbook adoptions.
11. Provides application programming assistance to district personnel when necessary.
12. Prepares grant applications and administers/monitors grant monies awarded to his/her area.

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13. Assists building administrators with enrollment procedures and scheduling problems.
14. Works with district personnel to plan for instructional technology purchases. Acts as a resource to district personnel regarding instructional technology purchases.
15. Provides training and assistance to site technology staff
16. Performs other duties and tasks as assigned or deemed necessary.
16. Uses a collaborative processing model to develop long-term plans, designs for implementation, and training models for instructional technology.
18. Stays abreast of research into the effectiveness of instructional technology on student learning.
19. Chairs or assists with various committees, which oversee the planning, and implementation of instructional technology throughout the district.
20. Assists with the coordination of programs, which encourage parents to explore ways of using technology to assist with their student's progress.
21. Designs and carries out action research on pilot programs conducted to determine effectiveness on student learning.
22. Coordinates and conducts troubleshooting and preventative planning in the areas that affect instructional technology and collection of student data in the schools.
23. Recommends acquisition of on-line instructional resources for staff and students.
24. Works with district technology department and administrators to develop procedures for the legal use of software in the area of curriculum and instruction. Works with technology department to establish and/or maintain an existing filing system and software documentation.
25. Advises and informs teachers and staff of legal use of software and the ramifications of copyright infringement. Advise supervisors of possible copyright infringement on software use.

Supervision Exercised: Curriculum Technician & Curriculum Technology Specialist

Physical/Mental Requirements and Working Conditions: Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before audiences, and must be able to occasionally lift boxes of computer paper to load printers.

Terms of Employment: 250 Days

Salary: Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board Policy