

Job Description
Moore Public Schools

11.13

Job Title: Director of Technology

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, including knowledge of WAN/LAN hardware and software, operation and maintenance of PC and Apple computers, and network security administration. Experience with the integration of technology and curriculum/instruction. Experience with Student Information Systems.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written or business): Exceptional communication skills to exchange information, give/receive instructions and respond to inquiries. Create and provide presentations that outline or demonstrate various information systems initiatives. 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: Administration Service Center/Center for Technology

Report To: Superintendent

Job Goal (Purpose of Position): Serve as the agent to support a comprehensive information 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.

Oversees the daily operations of data processing as pertaining to student information systems and other relevant network information systems. Establishes short and long term plans, coordinates changes for effectiveness, increased productivity and efficiency. Analyzes and troubleshoots situations and employ problem-solving tactics in order to maximum departmental results.

Responsible for the administration of Technology Department, systems, equipment and applications. Identifies business processes, application needs and system requirements to design, improve and maintain efficient information processes and automated systems to support district activities. Responsible for the implementation and maintenance of both, Local Area Networks (LANs), Wide Area Networks (WANs), and other software communication systems throughout the district. Administers the MIS functions of planning, operations, and district support services.

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

Performance Expectations: Successful performance of the job requires good customer service/people skills to elicit information, resolve problems, and provide information as requested. The position 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, this employee 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. Oversees the maintenance and security of all Local Area Networks and Wide Area Networks throughout the district.
2. Develops and enforces district-wide "Acceptable Use" policies for staff and students.
3. Assume primary responsibility for hardware and software purchasing from vendors, in accordance with board purchasing policies and procedures.
4. Prepares initial hardware and software requisitions for all new school sites, through coordination with building administrators.
5. Recommends policy and procedural changes as required by State and Federal Law or as requested.
6. Assists in the development and implementation of software enhancements.
7. Oversees 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.

8. Assists district personnel with the selection, upgrade and operation of software and technology programs and enhancements for utilization by administrators, support personnel, and certified staff members.
9. Oversees assistance given to curriculum coordinators in the evaluation of software-related supplemental materials provided with textbook adoptions.
10. Prepares grant applications and administers/monitors grant monies awarded to his/her area including Title monies and E-Rate.
11. Uses a collaborative processing model to develop long-term plans, designs for implementation, and training models for instructional technology.
12. Stays abreast of research into the effectiveness of instructional technology on student learning.
13. Chairs or assists with various committees, which oversee the planning, and implementation of technology and information systems throughout the district.
14. Assists with the coordination of programs which encourage parents to explore ways of using technology to assist with their student's progress.
15. Designs and carries out action research on pilot programs conducted to determine effectiveness on student learning.
16. Oversees troubleshooting and preventative planning in the areas that affect technology and collection of student data in the schools.
17. Assists with recommendation of acquisition of on-line instructional resources for staff and students.
18. Advises and informs staff of legal use of software and the ramifications of copyright infringement. Advise supervisors of possible copyright infringement on software use.
19. Oversees scheduling, training, and troubleshooting problem areas that affect the work of the schools in relation to management of student information.
20. Manages procedures and communication between student information personnel and other administrative personnel.
21. Coordinates research and makes recommendations in regard to software packages/enhancements to be used in the gathering of student information.
22. Oversees creation/submission of reports required by state and/or district personnel in regard to student information.
23. Performs other duties and tasks as assigned or deemed necessary.

Supervision Exercised: Technology/Data Personnel.

Director of Technology

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 Policies

Job Description
MOORE PUBLIC SCHOOLS

11.21 10.05

Job Title: Information Analyst A,B,C
Qualifications:
Credentials: None
Education: High school, GED and specialized vocational training in Data Processing.

Training or Experience Required: Two years of experience can be substituted for vocational training. *Level A duties may include but not be limited to input of data elements, may communicate with schools directly to assist in proper data entry; Level B duties may include but not be limited to complete knowledge of student information system functionality, may specialize in one or more areas of the system; Level C duties may include but not be limited to direct correspondence with vendor, direct involvement with creation of state reporting, SQL reporting knowledge and appropriate certifications stating appropriate knowledge of the system has been attained.*

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 recording/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 Interpreting: Reads and interprets routine written or printed materials such as basic schematics, charts, diagrams, maps or instruction material.

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

Must be familiar with various word processing and database/spreadsheet software programs. Must be familiar with OCAS and systems mainframe systems.

Site: Various

Reports To: Director of *Technology or designee*

Job Goal (Purpose of Position): Performs technical level duties under general supervision to enter data into computer. -

Must be detail-oriented and diligent in performing data entry and analysis. An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular public contact with system users, with the public and with staff to determine and meet user needs. Good interpersonal interaction or communication is required.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self-discipline and effective problem solving are necessary for the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Keys data into computer using *computer equipment*.
2. Verifies that input keyed is correct in both content and format.
3. Locates, recognizes, and corrects errors in source documents.
4. *Analyzes input and checks for validity.*
5. Follows procedures for processing input ~~and running programs~~.
6. *Ensures that data entry is in compliance with district policy and state law when necessary.*
7. *Processes source documents for return, filing, or disposal as needed upon completion of data entry.*
8. *Insures that operations of his/her area are carried out on schedule.*
9. *Produce and analyze reports.*
10. *Use database analysis and/or query tools to input, import and extract data as necessary.*

Information Analyst A,B,C

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11. *Import and export of data using Microsoft Server as needed to align current student information with partnering systems. (i.e. Horizon, Versatrans, SEAS, SAGE, AlertNow)*
12. *Report Attendance/Membership to State Aid Office via the WAVE; coordinating audit of data with the state's Regional Accreditation Officer.*
13. *Communicate with vendors and/or other outside sources including other school districts in Oklahoma to verify accurate student attendance and membership data.*
14. *Communicates with other department to provide student statistical data as needed.*
16. *Work closely with State Department of Education, WAVE office staff to ensure the effective and accurate exchange of data as required.*
17. *Attend regular training sessions conducted by the WAVE and report new requirements and developments to administrative and school staff.*
18. *Train school personnel on the use of the Student Information System.*
19. *Coordinate the regular maintenance and advance of the Student Information System including the creation and resolution of any issues relating to the performance of the SIS.*
20. *Prepare SIS for upcoming school year and make changes necessary within system to close out old school years.*
21. *Other responsibilities as assigned by supervisor.*

Supervision exercised: As assigned by supervisor.

Physical/Mental Requirements and Working Conditions:

Job involves long periods of time working with computer and terminal.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: *Information Analyst A,B,C **

** Applications for movement to another category must be made to the Director of Technology. Specific criteria must be included. If approved by the Director of Technology, the application will be submitted to the Review Committee for final recommendation. The Review Committee will consist of the Director of Technology, Assistant Supt./Personnel, Superintendent and a representative of ESPM.*

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EVALUATION:

Performance of this job will be evaluated in accordance with Board Policy.

Revised 1998-99 Negotiated Contract

Approved 08-09-93

Revised 01-16-01

JOB DESCRIPTION
MOORE PUBLIC SCHOOLS

JOB TITLE: Student Systems Analyst

QUALIFICATIONS:

Credentials: Valid Oklahoma Drivers License and acceptable driving record.

Education: A Bachelors degree in Computer Science, Management of Information Systems, Database Administration, Education or related field. Three to five years experience in database management/programming may be substituted for above degree.

Experience Required: Minimum of 3 years experience in supporting database management, Microsoft SQL Databases, or SQL Reporting Services.

SPECIAL SKILLS, KNOWLEDGE, ABILITIES:

Communication Skills (oral, written, or business): Basic Communication skills to exchange information, be able to give/receive instructions and respond to inquires. Includes filling out forms. **Communicates and works collaboratively.**

Date 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 a knowledge or addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

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

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

Must be familiar with various Applications, particularly Windows XP, as well as be proficient in Microsoft Excel and Microsoft Access **and knowledge of SQL environment and SQL reporting services.**

SITE: Center for Technology

REPORTS TO: Director of Technology

PURPOSE OF POSITION: Responsible for the management and coordination of the interchange of data between Student Information Systems and custom created reports to be used by district personnel. Creation and/or management of custom dashboards used by school administration to make more informed data-driven decisions. Management of system designed to facilitate more effective completion of state reporting as relating to student data. When needed assist with interchange of information between student information and other district systems.

CONTACT WITH OTHERS: An incumbent in this position has regular contact with district personnel, vendors, and others.

PERFORMANCES EXPECTATIONS: Demonstrates proficiency in SQL Reporting Services environment and can capably integrate and/or manage reporting services with student information system. 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, this individual must communicate effectively with co-workers and maintain a positive, cooperative attitude in order to facilitate the completion of assigned projects.

ESSENTIAL JOB FUNCTION (PERFORMANCE RESPONSIBILITIES):

1. **Upon authorization**, meets with vendors to assist with creation and or management of custom database interface.
2. Creates and/or manages dynamic reports as related to student information.
3. Coordinates with student information systems team to produce reporting which will aid with creation/completion of state reporting.
4. Works with administrators to produce custom reports to use in making data-driven decisions.
5. Analyzes student information system for the purpose of proposing methods of reporting which will **aid academic resource team leaders** and/or administrators in making decisions that will improve attendance and academic performance.
6. Cooperates with other departments to retrieve data from student information systems on an as-needed basis.
7. **When authorized**, serves as liaison between student information system provider and third-party vendors to provide custom programming and/or applications.
8. **Communicates, cooperates, and collaborates effectively with all parties necessary to complete projects and assignments.**
9. **Completes assignments in a timely and accurate manner.**

SUPERVISION EXERCISED: None.

PHYSICAL/MENTAL REQUIREMENTS AND WORKING CONDITIONS: None other than those requirements listed above.

TERMS OF EMPLOYMENT: 260 Days

SALARY: To be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy

Job Description

MOORE PUBLIC SCHOOLS

Job Title: Telecommunications Specialist A, B, C

Qualifications: Valid Oklahoma Drivers License and acceptable driving record.

Education: High school diploma, GED, and specialized training in any of the following areas: VOIP phone installations, intercom systems, fire and security alarm implementation including access control.

Training or Experience: Required: Minimum of two years experience in Cisco VOIP infrastructure installation and managing, fire alarm and security alarm systems, and intercom communication systems. Vocational training in phone systems may substitute for some work experience. Level A duties may include but not be limited to advanced knowledge and experience in phone systems and infrastructures, including VOIP systems; advanced knowledge and experience in voice mail systems; advanced knowledge and experience in analog phone lines; and applicant should have advanced knowledge and experience in troubleshooting of all the above systems. Level B duties may include but not be limited to advanced knowledge and experience in intercom communication systems; advanced knowledge and experience in intercom clock systems; and advanced troubleshooting skills on the above systems. Level C duties may include but not be limited to advanced knowledge and experience in commercial fire alarm systems; advanced knowledge and experience in commercial security alarm systems; advanced knowledge and experience in access control systems; advanced knowledge and experience in troubleshooting of all the above systems; experience in the planning and design of all the above systems; experience in supervising other technicians; experience in supervising contractors.

Desired: Minimum of one year experience in at least two of the following areas: Cisco VOIP implementation, fire and security alarm systems, access-control solutions, intercom communications systems.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries.

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

Telecommunications Specialist A, B, C (2 of 4)

Computer Skills: Must have basic understanding of personal computers, servers, and networking.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through experience and/or training.

Site: Technology Center

Reports to: Director of Technology or Designee

Job Goal (Purpose of Position): To perform in one or more of the following areas as assigned by his supervisor: VOIP phone implementations and administration, fire and security systems including access control and intercom communications systems. Occasionally will assist with computer installation and repair based on workload.

Contact with Others: Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills 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 educational system.

Essential Job Functions (Performance Responsibilities vary depending upon Level):

1. Program, maintain, move and install all VOIP phones for the district.
2. Program, maintain and install voice mail for the district.
3. Program, maintain and install the paging system for the district.
4. Program, maintain, move and install all phone lines and fax lines for the district. (200+ lines)
5. Program, maintain and install fire alarm systems and peripheral devices such as smoke detectors, fire pulls, etc. for the district. (50 Panels & over 4000 Devices)
6. Work with architects and engineers on the design, planning and bidding of the fire alarm systems for new construction projects.
7. Work with contractors to organize, schedule and supervise fire alarm installations.
8. Investigate all fire alarms to determine the cause for alarm and the proper solution.

Telecommunications Specialist A, B, C (3 of 4)

9. Responsible for all fire alarm account changes such as call list changes, phone number changes, user pass code changes, etc. for the district.
10. Create and maintain fire alarm zone maps for the district.
11. Supervise the annual inspection of all fire alarm panels and devices and perform any repairs that may be needed.
12. Supervise the annual inspection of all fire sprinkler systems.
13. Maintain the self-contained emergency fire door exit alarms.
14. Program, maintain and install security alarm systems and peripheral devices such as door contacts, motion detectors, etc. for the district.
15. Work with architects and engineers on the design, planning and bidding of the security alarm systems for new construction projects.
16. Work with contractors to organize, schedule and supervise security alarm installations.
17. Responsible for all security alarm account changes such as call list changes, phone # changes, user pass code changes, etc. for the district.
18. Program and maintain security alarm codes for the district.
19. Create and maintain monitoring company's alarm cancel cards for the district.
20. Investigate all security alarms to determine the cause for alarm and the proper solution.
21. Program, maintain and install the access control systems for district.
22. Create and maintain access cards and key fobs
23. Program, maintain and install intercom systems and peripheral devices such as call buttons, speakers, etc. for the district.
24. Work with architects and engineers on the design, planning and bidding of the Intercom systems for new construction projects.
25. Work with contractors to organize, schedule and supervise intercom system installations.
26. Program, maintain and install all intercom digital clock system and peripheral devices for the district.

Telecommunications Specialist A, B, C (4 of 4)

27. Program and maintain class bell schedules for the district.
28. Advise administration on the purchase of new equipment for bond issues.
29. Perform other duties and tasks as assigned or deemed necessary.

Supervision Exercised: The technician may supervise others depending upon level.

Physical Requirements: In a workday, the employee must stand/walk 4-7 hours per day. Some occasional bench work of 1-4 hours per day. Employee's job requires frequent bending/stooping/crouching/crawling/kneeling, pushing/pulling, and climbing and reaching above the shoulders.

Employee' job requires occasional carrying/lifting of up to 75 pounds including telephone equipment, intercom equipment, copiers, and computer equipment. Job requires employee to use both feet for repetitive movements; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity to operate hand and power tools and ladders. Must be able to read data plates, blueprints, labels, and schematics; should be color sighted. Employee must possess hearing to distinguish normal/abnormal sounds, hear bells, phone rings, beeps, and buzzers. Must be able to communicate with fellow workers and the public.

Employee's job requires working on unprotected heights (ladders); use of/close to machines (electrical panels and boilers); working in the out-of-doors with temperature changes; driving motorized equipment (van, pickup, or automobile); exposure to solvents, electricity/high voltages, and heat (boiler room).

Terms of Employment: 260 Days

Salary: Level A, Level B, or Level C*

* Applications for movement to another category must be made to the Director of Technology. Specific criteria must be included. If approved by the Director of Technology, the application will be submitted to the Review Committee for final recommendation. The Review Committee will consist of the Director of Technology, Assistant Supt./Personnel, Superintendent and a representative of ESPM.

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

Job Description

MOORE PUBLIC SCHOOLS

Job Title: Network Specialist A, B, C

Qualifications: Valid Oklahoma Drivers License and acceptable driving record.

Education: High school diploma, GED, and specialized training in any of the following areas: Cisco routers and switches, network cabling, network design and implementation, Cisco wireless equipment.

Training or Experience: Required: Minimum of one year experience in the technology field installing and repairing Cisco-based network infrastructure. Vocational training in networking may substitute for some work experience. Level A duties may include but not be limited to basic knowledge of network cable plant installation; basic knowledge in computer troubleshooting and repair; basic knowledge of network cabling standards. Level B duties may include but not be limited to advanced knowledge and experience of network cable plant installation (lead installer); basic knowledge in connecting network devices; basic ability to troubleshoot and repair network wiring issues; and advanced knowledge of industry network cabling standards. Level C duties may include but not be limited to Cisco training; advanced knowledge and experience in Cisco switch and router configuration and troubleshooting; extensive knowledge and experience in network design; advanced knowledge and experience in designing and configuring Cisco wireless infrastructure; extensive knowledge and experience in installing, terminating, and testing fiber optic cabling; basic knowledge of systems that connect to the network such as IP phone systems, IP cameras, servers, and computers; extensive knowledge and experience in IP addressing and the ability to set up IP infrastructure using DHCP; experience in supervising and overseeing network installation; create district network specifications and standards; work directly with operations, architects, engineers and contractors to ensure proper installation of network cabling to meet district and industry standards.

Desired: Minimum of one year experience in at least two of the following areas: Cisco switch and router configuration, wireless infrastructure, complex network configuration and implementation.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries.

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.

Network Specialist A, B, C (2 of 4)

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

Computer Skills: Must have basic understanding of personal computers, servers, and networking.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through experience and/or training.

Site: Technology Center

Reports to: Director of Technology or Designee

Job Goal (Purpose of Position): To perform in one or more of the following areas as assigned by his supervisor: Network configuration and implementation, maintenance and troubleshooting of network equipment, and creation of new network installs. Occasionally will assist with computer installation and repair based on workload.

Contact with Others: Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills 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 educational system.

Essential Job Functions (Performance Responsibilities vary depending upon Level):

1. Design computer network configurations.
2. Inspect network cabling installation when necessary.
3. Install, terminate, and test copper and fiber optic network cabling.
4. Maintain district network hardware.
5. Install and configure new network switches and routers as needed to accommodate growth.
6. Troubleshoot network errors due to hardware error, and work with other areas to resolve network issues.
7. Repair or replace switches and routers that have failed or are obsolete.

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8. Setup district software used to monitor network health.
9. Monitor network health using district software and report findings accordingly.
10. Create and maintain network maps using Visio.
11. Responsible for using DHCP to create maintain and trouble shoot district IP addressing.
12. Create maintain and troubleshoot district Vlans.
13. Design networks for new construction.
14. Work with and advise Architects and engineers on network design.
15. Create and maintain network specifications for district network installation based on industry standards.
16. Responsible for bidding projects to subcontractors.
17. Work with construction companies to organize and schedule network installation during construction.
18. Work with subcontractors to organize and schedule network installation during construction.
19. Responsible for quality control of network installation.
20. Repair any damage network cable including fiber optics and copper cable.
21. Trouble shoot and repair network issues on computers, servers, IP phones, IP cameras, wireless devices, and HVAC systems.
22. Responsible for advising administration on the purchase of new equipment for bond issues.
23. Responsible for all wireless installation, troubleshooting and repair.
24. Stay current on knowledge of equipment in designated area. Attend necessary factory training programs as needed to maintain equipment.
25. Coordinate with Telecommunications Technician, Electronics Technician, and/or other positions as needed to properly implement projects.
26. Perform other duties and tasks as assigned or deemed necessary.

Network Specialist A, B, C (4of 4)

Supervision Exercised: The technician may supervise others depending upon level.

Physical Requirements: In a workday, the employee must stand/walk 4-7 hours per day. Some occasional bench work of 1-4 hours per day. Employee's job requires frequent bending/stooping/crouching/crawling/kneeling, pushing/pulling, and climbing and reaching above the shoulders.

Employee' job requires occasional carrying/lifting of up to 75 pounds including telephone equipment, intercom equipment, copiers, and computer equipment. Job requires employee to use both feet for repetitive movements; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity to operate hand and power tools and ladders. Must be able to read data plates, blueprints, labels, and schematics; should be color sighted. Employee must possess hearing to distinguish normal/abnormal sounds, hear bells, phone rings, beeps, and buzzers. Must be able to communicate with fellow workers and the public.

Employee's job requires working on unprotected heights (ladders); use of/close to machines (electrical panels and boilers); working in the out-of-doors with temperature changes; driving motorized equipment (van, pickup, or automobile); exposure to solvents, electricity/high voltages, and heat (boiler room).

Terms of Employment: 260 Days

Salary: Level A, Level B, or Level C*

* Applications for movement to another category must be made to the Director of Technology. Specific criteria must be included. If approved by the Director of Technology, the application will be submitted to the Review Committee for final recommendation. The Review Committee will consist of the Director of Technology, Assistant Supt./Personnel, Superintendent and a representative of ESPM.

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

MOORE PUBLIC SCHOOLS

Job Title: Electronics Technician A,B,C

Qualifications: Valid Oklahoma Drivers License and acceptable driving record.

Education: High school diploma, GED, and specialized training in any of the following areas: Electronics, telephone systems, security systems, fire alarm systems, *security camera systems* and copiers/*risographs*.

Training or Experience: Required: Minimum of one year experience in the electronics field installing and repairing telephone systems, intercom systems, alarm systems, *security camera systems* or copiers/*risographs*. Vocational training in electronics may substitute for some work experience. *Level A duties may include but not be limited to handling basic copier/risograph troubleshooting and repair, installation of camera, intercom, telephone, and or security equipment; Level B duties may include but not be limited to more advanced copier/risograph troubleshooting and repair, configuration of security systems. Specific information will be required.; Level C duties may include but not be limited to working as a liaison for copiers and risographs to outside vendors as well as lead technician on such devices, liaison for security monitoring systems to outside vendors as well as lead technician on such devices with ability to install and configure hardware and software. Specific information will be required.*

Desired: Minimum of one year experience in at least two of the following areas: Telephone systems, intercom systems, alarm systems, *security camera systems* and copiers/*risographs*.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries.

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

Computer Skills: Must have basic understanding of personal computers, ~~Apple computers~~, servers, and networking.

Electronics Technician A,B,C

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Tools and Equipment Usage: Uses tools or equipment with expertise acquired through experience and/or training.

Site: Technology Center

Reports to: Director of Technology or Designee

Job Goal (Purpose of Position): To perform in one or more of the following areas as assigned by his supervisor: telephone systems installation and repair, copier/*risograph* installation and repair, fire alarm systems installation and repair, security alarm systems installation and repair, *security camera system installation and repair*, and fax machines installation and repair. Occasionally will assist with computer installation and repair based on workload.

Contact with Others: Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills 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 educational system.

Essential Job Functions (Performance Responsibilities):

1. Install, adjust, and repair the following systems as assigned by the supervisor:
 - a. Telephone systems
 - b. Copy machines/*risographs*
 - c. Fax machines
 - d. Intercom Systems
 - e. Fire alarm systems
 - f. Security alarm systems
 - g. Security camera systems
2. After diagnosing problems and computing cost of repair, review with supervisor the option of replacement versus repair. For work beyond expertise, make recommendations for outside repair work.
3. Inform supervisor of parts, equipments, and other supplies that are necessary to do the job. Keep adequate parts and supplies on hand for common projects *when necessary*.

Electronics Technician A,B,C

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4. Initiate a program of preventative maintenance where appropriate.
5. Clean work area and maintain shop and tools, including assigned vehicle.
6. Work with vendors and district personnel in the correction of problems covered by warranties.
7. Work with architect and/or engineer to implement wiring and layout for new construction projects.
8. Coordinate training for new equipment when necessary.
9. Stay current on knowledge of equipment in designated area. Attend necessary factory training programs as needed to maintain equipment.
10. Coordinate with Telecommunications Technician, Network Technician, and/or other positions as needed to properly implement projects.
11. Maintain adequate records of service on units.
12. Perform other duties and tasks as assigned or deemed necessary.

Supervision Exercised: The technician ~~does not supervise.~~ May supervise others depending upon level.

Physical Requirements: In a workday, the employee must stand/walk 4-7 hours per day. Some occasional bench work of 1-4 hours per day. Employee's job requires frequent bending/stooping/crouching/crawling/kneeling, pushing/pulling, and climbing and reaching above the shoulders.

Employee's job requires occasional carrying/lifting of up to 75 pounds including telephone equipment, intercom equipment, copiers, and computer equipment. Job requires employee to use both feet for repetitive movements; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity to operate hand and power tools and ladders. Must be able to read data plates, blueprints, labels, and schematics; should be color sighted. Employee must possess hearing to distinguish normal/abnormal sounds, hear bells, phone rings, beeps, and buzzers. Must be able to communicate with fellow workers and the public.

Electronics Technician A,B,C

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Employee's job requires working on unprotected heights (ladders); use of/close to machines (electrical panels and boilers); working in the out-of-doors with temperature changes; driving motorized equipment (van, pickup, or automobile); exposure to solvents, electricity/high voltages, and heat (boiler room).

Terms of Employment: 260 Days

Salary: *Level A, Level B, or Level C**

** Applications for movement to another category must be made to the Director of Technology. Specific criteria must be included. If approved by the Director of Technology, the application will be submitted to the Review Committee for final recommendation. The Review Committee will consist of the Director of Technology, Assistant Supt./Personnel, Superintendent and a representative of ESPM.*

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

Approved 08-09-93

Revised 03-12-01

Revised 11-18-02

Job Description

11.05

MOORE PUBLIC SCHOOLS

Job Title:	Client Services Technician A,B,C
Qualifications:	Valid Oklahoma Drivers License and acceptable driving Record.
Education:	High school diploma, GED, and specialized training in any of the following areas: PC compatible computers, Apple computers, <i>network</i> cabling, fiber optic cabling, and computer networks.

Training or Experience Required: Minimum of one years experience working with desktop/laptop computers, or approved vocational training of at least one year. Level A duties may include but not be limited to handling network wiring, basic desktop troubleshooting and repair, installation of peripheral devices; Level B duties may include but not be **limited to 2 years in Level A position** and overseeing DON wiring team members; **network wiring courses and/or certifications pertaining to network wiring configurations and specifications (Network+)**; more advanced hardware repair **including Dell Authorization for parts acquisition and certifications from other vendors confirming advanced technician status; satisfactory job performance reviews in current position**; Level C duties may include but not be limited to **2 years at Level B position**, working as a desktop liaison for client-side software installations, and advanced hardware repair and software configuration including appropriate certifications (**CompTIA A+, etc.**); **satisfactory job performance reviews in current position.**

Desired: Minimum of *one* years experience in at least two of the following areas: Personal computers, Apple computers, computer cabling, and computer networking.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries.

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

Computer Skills: Must have basic understanding of personal computers, ~~Apple computers~~, servers, and networking.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through experience and/or training.

Site: Technology Center

Reports to: Director of Technology or Designee

Job Goal (Purpose of Position): To perform in the following areas as assigned by his supervisor: hardware and software maintenance and installation, computer and network cabling, computer inventory tracking of both hardware and software, parts and supplies ordering as needed to complete assigned task, and network troubleshooting and configuring.

Contact with Others: Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills 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 educational system.

Essential Job Functions (Performance Responsibilities):

1. Communicate with various clients (ie teachers, custodians, administration) to gather information to help troubleshoot issues.
2. Troubleshoot and solve computer hardware and software issues that may include but not be limited to: replacing hardware (ie hard drive, CD ROM drive, motherboard, error device, device freezes or locks), resolving software errors, and re-imaging machinery. Apply appropriate solutions to quickly eliminate problem areas.
3. Install special hardware and software programs for administration when needed. Also support the equipment when the device or software causes errors.
4. Assist with maintenance and troubleshooting of other peripheral hardware that is supported by district.
5. Assist with expansion and maintenance of network infrastructure by installing switches as needed.
6. Installation and setup of new computers.

7. Assist with maintaining inventory of technical equipment.
8. Assist with training on new hardware and software when needed.
9. Install a variety of cable and wiring systems above ceilings, below floors, inside walls, and outdoors.
10. Install connectors to cable ends for fastening to many types of equipment.
11. Install equipment devices that are part of systems for computers, telephone, fire protection, and security.
12. Test equipment to make sure it works properly.
13. Demonstrate wide-ranging knowledge of various software packages and network protocols.
14. Perform proper testing methods to quickly identify system failures. Review replacement versus repair options with supervisor and make recommendations for outside work.
15. Maintain records, prepare reports, and compose correspondence relative to the work as needed.
16. Perform other duties and tasks as assigned or deemed necessary.

Supervision Exercised: The technician may supervise based on assignment level.

Physical Requirements: Other than duties listed above, must have the ability to lift boxes containing computers and computer peripherals, climb ladders, and string cable.

Terms of Employment: 260 Days

Salary: Level A, Level B, or Level C*

* Applications for movement to another category must be made to the Director of Technology. Specific criteria must be included. If approved by the Director of Technology, the application will be submitted to the Review Committee for final recommendation. The Review Committee will consist of the Director of Technology, Assistant Supt./Personnel, Superintendent and a representative of ESPM.

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

Job Description

MOORE PUBLIC SCHOOLS

Job Title: Systems Analyst A, B, C

Qualifications: Valid Oklahoma Drivers License and acceptable driving record.

Education: High school diploma, GED, and specialized training in any of the following areas: PC compatible computers, computer networks.

Training or Experience: Required: Minimum of one year experience working with desktop/laptop computers and minimum of one year working in a windows network environment, or approved vocational training of at least one year. *Level A duties may include but not be limited to system troubleshooting related to curriculum software, user-management software, and/or other district system implementations; Level B duties may include but not be limited to complete knowledge of one or more network systems and ability to serve as lead on such systems, obtaining appropriate certifications related to Exchange, Windows, or other network certifications. Level C duties may include but not be limited to management and supervision of one or more systems, contact with outside vendors related to managed systems and advanced networking environment certifications such as MCSA or MCSE.*

Desired: Minimum of one year experience in at least two of the following areas: Personal computers, computer cabling, and computer networking.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries.

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

Computer Skills: Must have basic understanding of personal computers, servers, and networking.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through experience and/or training.

Site: Technology Center

Reports to: Director of Technology or Designee

Systems Analyst A, B, C

(2 of 3)

Job Goal (Purpose of Position): To perform in the following areas as assigned by his supervisor: network troubleshooting and configuring, network storage and backup, user management, systems management, network security.

Contact with Others: Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills 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 educational system.

Essential Job Functions (Performance Responsibilities):

1. Managing and maintaining server hardware and software. (Windows 2003 and 2008)
2. Managing and maintaining VMWare ESX Infrastructure
3. Managing and maintaining district's Storage Area Network or SAN
4. Managing and maintaining Citrix XenApp servers and software
5. Managing and maintaining Microsoft Exchange, Active Directory, DHCP, DNS, and WINS
6. Managing and maintaining Altiris Deployment Solution
 - a. Creating and troubleshooting Rapid Installation Packages or RIPS
 - b. Maintaining images for all desktops, thin clients, and laptops
7. Managing and maintaining CommVault Simpana (Backup Software)
8. Managing and maintaining Symantec Endpoint Protection (Antivirus)
 - a. Troubleshooting client installs
 - b. Problems with district approved software caused by the antivirus install
9. Managing and maintaining district group policies (Computer and User Based)
10. Managing and maintaining Microsoft SQL 2005 and 2008 servers

Systems Analyst A, B, C

(3 of 3)

Supervision Exercised: The technician may supervise based on assignment level.

Physical Requirements: Other than duties listed above, must have the ability to lift boxes containing computers and computer peripherals.

Terms of Employment: 260 Days

Salary: Level A, Level B, or Level C

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

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: Curriculum Department

Report To: Assistant Superintendent, Curriculum & Instruction

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.

Instructional Technology Supervisor (2 of 3)

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.

Instructional Technology Supervisor (3 of 3)

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: Instructional Technologist.

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

Curriculum Technician (1 of 3)

MOORE PUBLIC SCHOOLS

Job Title: Curriculum Technician

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record. Valid Oklahoma Teaching Certificate.

Education: Bachelors degree in Education or related area.

Experience Required: Knowledge of new and emerging technologies and their use in the teaching/learning process. Service oriented management style. Identifying and resolving common hardware and software issues. Ability to troubleshoot and resolve advanced technology complications resulting from either hardware or software issues.

Experience with both Macintosh and Windows environments. Advanced understanding of operating system software. Working knowledge of network environments. Familiarity with installation of a wide variety of software types. Advanced understanding of the internet.

Special Skills, Knowledge, Abilities:

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

Data Recording/Record Keeping: Performs record keeping operations and possesses strong organizational skills in managing work orders.

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

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

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

Site: Curriculum Department

Report To: Instructional Technology Supervisor.

Curriculum Technician (2 of 3)

Purpose of Position: Responsible for installation and support of curriculum-related software. Assist Instructional Technology Supervisor in developing long-range and short-term goals for the district. Act as primary contact for building site techs and assist them with training they may need.

Contact with Others: An incumbent has regular contact with members of the technology department, district personnel, teachers, coordinators, vendors, and others. Interpersonal interaction and/or communication is critical. Must work well with others.

Performance Expectations: Successful performance of the job requires good customer service/people skills to elicit information, analyze and resolve problems, provide information and feedback 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 Function (Performance Responsibilities):

While working under the supervision of the Instructional Technology Supervisor, the incumbent will:

1. Manage and coordinate the installation of curriculum software.
2. Serve as the primary support of all district curriculum software.
3. Work with Technology Department to facilitate implementation of district technology initiatives.
4. Communicate issues relating to servers and non-curriculum software with technology.
5. Assist site techs in managing curriculum-related district software.
6. Assist site techs in troubleshooting and resolving curriculum software issues.
7. Assist with the evaluation of curriculum related software and hardware.
8. Assist in overseeing the day-to-day needs of site techs in the district.
9. Research a wide range of instructional technology information, analyze resulting data and prepare reports.
10. Work with Curriculum Technology Specialist to develop computer-based learning and instructional materials to assist site techs and/or teachers.
11. Keep communication active through face-to-face contact, email, and phone system.
12. Provide assistance in developing long-term technology goals.
13. Contribute to website responsible for informing site techs or other district employees of ongoing instructional technology issues.

Curriculum Technician (3 of 3)

Physical/Mental Requirements and Working Conditions: Other than those requirements listed above, the employee must have the ability to lift boxes containing computer peripherals.

Terms of Employment: 215 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.