

**Job Description
MOORE PUBLIC SCHOOLS**

Job Title: Curriculum Technology Specialist

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. Creation of instructional training documentation and resources. Identifying and resolving common hardware and software issues. Varied classroom experience in regard to classroom management and student learning styles.

Knowledge with both Macintosh and Windows environments. Experience in integrating technology into daily curriculum. Knowledge of internet-based resources. Experience with usage and training of various productivity and curriculum-based software applications.

Special Skills, Knowledge, Abilities:

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

Data Recording/Record Keeping: Performs data record/record keeping operations of 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. 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/hardware documentation.

Site: Curriculum Department

Report To: Instructional Technology Supervisor.

Curriculum Technology Specialist (2 of 3)

Purpose of Position: Responsible for offering technology training and support to district employees. Provide classroom instructional technology integration assistance to teachers/principals during training classes. Assist teachers in the integration of technology while in the classroom. Offer training and assistance to district's classified staff. Provide input in regard to software and hardware purchases and how they affect curriculum. Assist Instructional Technology Supervisor in developing long-range and short-term goals for the district.

Contact with Others: An incumbent has regular contact with members of the technology department, district personnel, teachers, coordinators, vendors, and others. Interpersonal interaction 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. Be active in the acquisition of knowledge of new instructional technology dissemination and adoption.
2. Assist sites in assessing and determining which technologies will best meet their instructional needs.
3. Assist with the evaluation of instructional and administrative software.
4. Assist with instructional technology hardware purchases.
5. Assist in overseeing the day-to-day operation of various training requests of the district.
6. Research a wide range of instructional technology information, analyze resulting data and prepare reports.
7. Develop computer-based learning and instructional materials to assist staff and district.
8. Keep communication active through face-to-face contact, email, and phone system.
9. Provide assistance in developing long-term technology goals.
10. Maintain/contribute to website responsible for informing district employees of ongoing instructional technology issues.
11. Work with schools to improve communication, integration, and assessment through the use of technology.

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

Curriculum Technology Specialist (3 of 3)

Terms of Employment: 180 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.

Adopted 07-19-04