

**Job Description  
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:** 214 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 10-18-04

Revised 11-12-04

Revised 06-12-17