

Job Description
MOORE PUBLIC SCHOOLS

2.34

Job Title: Technology Engagement Coordinator

Qualifications: Extensive knowledge of Computers and Software.

Credentials: Current Oklahoma Teaching Certificate, Valid Oklahoma Driver's License, and acceptable driving record;

Education: Bachelor degree required, Master's degree preferred. Extensive knowledge of curriculum, instruction, and technology required. Prefer a person that has teaching experience in Public Schools (K-12). Experience supporting end users via help desk environment preferred but not required.

Experience Required: Experience as a classroom teacher and/or school librarian required. Experience with supporting teachers and students in the effective use of technology for instruction and student learning and achievement. Installation and configuring technology systems using computer operating systems for Apple, Windows, and/or Google Chrome. Knowledge and demonstrated experience with supporting end user computer technology needs including, but not limited to hardware, audio-visual, software, and support is essential. Knowledge of word processing, spreadsheet and database programs is necessary.

Special Skills, Knowledge, Abilities: Knowledge of instructional technology, computer hardware, software, device distribution, device inventory, help desk support/ management, technology systems, procedures, policy, and networks is strongly recommended. An incumbent in this position must be flexible, have a positive attitude and be willing to learn; also have keyboard entry skills and analytical problem solving abilities. Knowledge and experience in supporting a heterogeneous audio-visual hardware and software environment to support classroom instruction is essential—including but not limited to the following devices: interactive whiteboards, projectors, document cameras, and student response systems. Serves as a Technology Services Center liaison with classroom teachers in interfacing district needs with new technologies. Plans and implements training for instructional and other staff in areas related to information technologies and instructional technology. Consults with instructional staff regarding technology needs on a regular basis. In collaboration with the Director of Technology or designee, plan and implement programs, trainings, events, and other district initiatives.

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Must be able to compose correspondence, training and direct work of others.

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: Should include algebraic concepts and number systems sufficient for basic computer programming.

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

Business Machines (computers, copiers, etc.): Operates complicated business machines requiring formal, specialized training such as a personal computer software with sophisticated retrieval, storage and merging capabilities. Examples would be designing a spreadsheet, mail merge, and generating reports or designing macros to simplify process.

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