

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**Job Title:** Technology Integration and Data Privacy Manager

**Qualifications:**

**Credentials:** Valid Oklahoma teaching certificate.

**Education:** Master's degree in Educational Technology or a related field.

**Experience:** Minimum of three years of PK-12 teaching experience; proven experience in educational technology, digital resource evaluation, and data privacy.

**Skills/Knowledge:** Advanced understanding of educational software, data privacy standards, and compliance regulations. Skilled in Microsoft Office, various educational tools, and data privacy best practices.

**Position Summary:** The Technology Integration and Data Privacy Manager will act as a strategic advisor and coordinator for educational technology and data privacy initiatives across the district. This role focuses on evaluating digital educational resources, ensuring data privacy compliance, and integrating technology in alignment with district goals. The Manager will support the Director of Technology, serving as a primary contact for technology resource integration, data privacy initiatives, and professional development on digital tools for district staff.

**Special Skills and Abilities:**

- **Integrations Platform Management:** Experience with Clever, ClassLink, or other SSO and edtech integrations platforms, ensuring timely deployment and access to all digital resources for staff, students, and parents.
- **Data Privacy Expertise:** Knowledge of data privacy laws and practices, ability to ensure district-wide compliance with regulations.
- **Resource Evaluation:** Proficiency in evaluating digital content and educational software, ensuring alignment with instructional goals and privacy standards.
- **Communication & Coordination:** Strong ability to work collaboratively, relay technical information to educators, and serve as a data privacy advocate.

**Reports To:** Director of Technology and/or Designee

**Essential Job Functions (Performance Responsibilities):**

1. **Manage SSO & Rostering of Digital Resources:** Working in conjunction with Curriculum and Technology (SIS) Departments, ensure all digital applications are accessible and integrated into the District's Single Sign On platform(s).

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2. **Digital Resource and Data Privacy Oversight:** Lead the evaluation of educational software and resources, ensuring compliance with data privacy laws and alignment with district objectives.
3. **Data Privacy Advocacy and Training:** Act as a primary resource for data privacy concerns, providing training to staff on privacy best practices and ensuring privacy is considered in all new technology projects.
4. **Digital Procurement Support:** Coordinate with district curriculum team and their vendors to manage digital procurement processes, ensuring compliance with district procurement and data privacy policies.
5. **Technology Integration Leadership:** Collaborate with the Curriculum and Technology Departments to implement district technology initiatives and integrate digital tools into instructional practice.
6. **Policy Development and Implementation:** Assist the Director in refining data privacy policies, technology integration guidelines, and instructional technology best practices.
7. **Stakeholder Communication:** Maintain open communication with district stakeholders, including regular updates on technology integration, data privacy, and compliance practices.
8. **Professional Development:** Provide workshops and training sessions for district staff on new technology tools, digital resources, and data privacy compliance.
9. **Compliance Monitoring:** Conduct regular audits and data privacy assessments to ensure ongoing compliance and address any identified issues in technology use.
10. **Resource Documentation and Support:** Develop and maintain instructional materials, training guides, and resources on data privacy and technology integration for staff reference.
11. **Program Evaluation and Reporting:** Evaluate the effectiveness of technology integration programs and data privacy initiatives, preparing reports for review by the Director of Technology.
12. Other duties as assigned.

**SUPERVISION EXERCISED:** As assigned by Director of Technology

**Physical/Mental Requirements and Working Conditions:** Ability to lift equipment when necessary, work in diverse educational environments, and handle various digital devices.

TERMS OF EMPLOYMENT:	250 Days
SALARY:	To be established by the Board
EVALUATION:	Performance of this job will be evaluated in accordance with Board policy

Approved 12/09/2024

## Job Description

### MOORE PUBLIC SCHOOLS

**Job Title:** Head Strength and Conditioning Coach

**Qualifications:** Certification in CSCCA or NSCA, experience as a S/C coach preferred, Oklahoma Teaching Certificate preferred, CPR certified

**Education:** Bachelor's Degree required/Masters' preferred

#### **Special Skills, Knowledge, Abilities:**

Communication skills: Basic communication skills to exchange information (oral, written, digital format), ability to communicate clearly, ability to think critically and make independent decisions regarding, workout design, scheduling scenarios, and the communication thereof in accordance with district policies and professional practices/standards.

Must have the ability to organize, prioritize, and perform multiple tasks.

Uses specialized equipment with expertise acquired through extensive experience and/ or training.

**Site:** VARIOUS – Assigned High School and feeder Jr. High Schools  
**Reports To:** District Athletic Director / Site Principal / Site Athletic Facilitator

**Job Goals (Purpose of Position):** Responsible for the establishing and maintaining a strength and conditioning program for all sports, with the goals of improving athletic performance, reducing athletic injuries, and teaching lifelong fitness/movement skills.

**Contact with Others:** An incumbent in this position has regular contact by phone, text, email or in-person with other members of the staff, strength and conditioning community, along with instructing student athletes.

**Other Performance Measures:** Successful performance of the job requires good customer service/people skills to work with the coaching staffs, student athletes, and administration.

It requires the following: School dress standards, proper attendance or leave policies, and other work-habit concerns. May require working on days when school is not in session which may include holidays. Creativity, initiative, and effective problem solving are critical to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

#### **Essential Job functions (Performance Responsibilities):**

1. Maintains nutritional education for coaches and student athletes.
2. Design and implement strength training and conditioning programs in-season, off-season, and pre-season for all athletic programs.
3. Works in cooperation with the sports medicine staff in the rehabilitation and strengthening of injured athletes.
4. Facilitates a collaborative relationship among sports coaches, sports medicine, and the strength and conditioning staff.

**Head Strength and Conditioning Coach**

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- 5. Design and implement policies and procedures for the strength and conditioning program in accordance with the NCSA Strength and Conditioning Professional Standards and Guidelines.
- 6. Develops systems for tracking athletes and athlete progress in conjunction with the sport coaches.
- 7. Conducts and annual needs analysis for each sports team.
- 8. Performs such other duties that might fall within his/her jurisdiction, or which may be assigned to him/her by the District Athletic Director, Site Athletic Facilitator, Principals, or Superintendent.
- 9. Reports all maintenance orders to the sites Athletic Facilitators.

**Supervision Exercised:** An incumbent would be the supervisor of weight room facilities, including staff and students.

**Physical/ Mental Requirements and Working Conditions:**

Employee’s job requires frequent carrying/ lifting to haul equipment to site; and occasional lifting of up to 100 pounds.

TERMS OF EMPLOYMENT: Hours Equivalent to 235 Days as coordinated by District and Site Administration or Designee

SALARY: To be established by Board

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

Approved 12/09/2024