Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Curriculum Technology Specialist**

Qualifications:

Credentials: Valid Oklahoma Driver's License and acceptable driving record. Valid Oklahoma Teaching Certificate.

Education: Bachelor's degree in Education or related field

Training/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, resources, and facilitation of professional development training sessions. Varied classroom experience regarding classroom management and student learning styles. Knowledge and understanding of the various technology platforms (Windows, Chrome OS, iOS, and Mac). Experience in integrating technology into daily curriculum and instruction. Knowledge of web and app-based resources specific to teaching and learning, specifically district Learning Management Systems, Student Information Systems, and Content Management System (website). Experience with the usage and training of various productivity and curriculum-based applications.

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

Critical Thinking and Problem Solving: Ability to render solutions to various issues, especially as it pertains to teaching and learning with technology.

Collaboration: Ability to assess and manage positive, professional relationships with various staff, departments, and sites.

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

Time/Project Management: Ability to successfully manage multiple tasks, projects, and responsibilities. Ability to identify needs, create plans, and initiate actions independently.

Job Goal (Purpose of Position): Provides school-based leadership, planning, coaching, and instructional support to educators at assigned school(s) to support student learning and student achievement through the integration of technology; collaborates with appropriate instructional and technical staff to assist, manage, and optimize the use of educational technology resources

to support quality teaching and learning. Assist the Educational Technology Department in developing long-range and short-term goals for the district.

Contact with Others: An incumbent has regular contact with members of the Educational Technology and Technology departments, 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, and provide information and feedback as requested. It requires following school dress standards, proper attendance and 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 towards other staff members and the public within the education system.

Essential Job Function (Performance Responsibilities):
While working under the supervision of the Educational Technology Director, the incumbent will:

1. Actively research best practices pertaining to curriculum, instructional methods, and adult learners.

2. Model effective use and integration of technology as needed in the performance of all duties and responsibilities.

3. Assist the development, implementation, and evaluation of quality instruction and programs for students and teachers.

4. Regularly coach and mentor teachers and staff by providing one-on-one support as well as small and large group professional development opportunities.

5. Communicate appropriately and frequently with site staff and students regarding district/site announcements and expectations through regular website and LMS updates.

6. Collaborate regularly with EdTech Specialists, Client Service Technicians, Curriculum Coordinators, and other administrators to identify and support district initiatives.

7. Performs other duties as assigned.

Site: Various

Report To: Director of Educational Technology or Designee

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:	182 days, the Individual must be able to work extended and/or alternate hours
Salary:	To be established by the Board
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of Board policy

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