Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Curriculum Technician**

Qualifications:

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

Education: Bachelor's degree in Education or related area

Training/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 the 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 inquiries. 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, training, and software documentation.

Job Goal (Purpose of Position): Responsible for the installation and support of curriculum-related software. Assist the 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 are 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 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 the Technology Department to facilitate the implementation of district technology initiatives.

4. Communicate issues relating to servers and non-curriculum software with technology.

5. Assist the site techs in managing curriculum-related district software.

6. Assist the 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 the 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 the website responsible for informing site techs or other district employees of ongoing institutional technology issues.

Site: Curriculum Department

Reports To: Instructional Technology Supervisor

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: 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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