Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Technology Integration Specialist**

Qualifications:

Credentials: Valid Oklahoma Teaching Certificate. Valid Oklahoma driver's license and acceptable driving record.

Education: Master's degree in Education or related field

Training/Experience Required: Minimum of three years of verifiable PK-12 teaching experience. Knowledge of new and emerging technologies and their use in the teaching/learning process. Evidence of effective classroom implementation of emerging technology in instruction. Background in instructional design. Knowledge of current best practice in staff development. Job embedded use of a variety of technology platforms, applications, software, and hardware.

Special Skills, Knowledge, Abilities:
Vision: The ability to articulate an idea of the future of education technology and related career skills students will need.

Communication: The ability to exchange information, give/receive instructions, and respond to inquiries from stakeholders.

Organization: The ability to prioritize and manage record keeping, data analysis, stakeholder questions, and complex instructional programs.

Mathematical Skills: The ability to perform routine tasks and use Excel for budgetary management.

Reading and Interpreting: The ability to read and interpret complex written or printed materials, such as policies and procedures, licensure agreements, contracts, regulations, and computer documentation.

Job Goals (Purpose of Position): Assist with the installation and support of curriculum-related software. Work with teachers, principals, and other district staff to develop long-range and short-term goals for district technology integration. 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 the public. Interpersonal interaction and communication are critical.

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 compliance with district 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 Director of Educational Technology, the incumbent will:

1. Manage and coordinate the installation and implementation 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 educational technology information, analyze resulting data, and prepare reports.

10. Work with Technology Integration Specialists 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.

Site: ASC Educational Technology Department

Reports To: Director of Educational Technology

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.

Approved 06/09/2014
Revised 06/12/2017
Revised 08/13/2018
Revised 06/10/2019