Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Director of Educational Technology**

Qualifications:

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

Education: Master's degree in Education or related field. Formal training/certification in instructional technology design preferred.

Training/Experience Required: Master's degree and experience in working with technology as an effective tool for learning. In addition, the ideal candidate will have the following skills, experience and attributes: Technology services and their applications in PreK-12 education and leading a group of professionals toward a common vision for technology; experience in the implementation of school-wide technology plans including managing staff; facilitating change for student and staff growth and achievement; and an understanding of state and federal regulations related to technology.

Special Skills, Knowledge, Abilities:

- Ability to identify user needs, analyze, and logically organize information.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Demonstrated ability to work with teachers and their technology needs.
- Skills in working effectively in a team environment.
- Ability to communicate effectively, both orally and in writing, define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively present information to various constituents, including the Board of Education, as needed.
- Significant knowledge of and experience with learning management systems and other educational technologies.
- Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, and regulations.

Job Goals (Purpose of Position): The Director of Educational Technology oversees all educational technology services and applications. As such, this person is charged with creating an integrated technological environment that facilitates learning and operational efficiencies, and is primarily concerned with integrating technology into instruction and assessment; this includes the development, implementation, operation, monitoring, and evaluation of the technology program for the entire school system. Coordination with instructional and informational technology for the selection of educational hardware and software. Key resource for faculty in integrating technology for teaching is vital.

Contact with Others: An incumbent has regular contact with members of the informational technology department, 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, 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):
The essential functions include, but are not limited to, the following fundamental duties:
1. Develop and implement a vision and direction for the District's Educational technology program.

2. Provide leadership in the development of strategic approaches for the integration of instructional technology into the district by creating a cohesive group of stakeholders to include, but not limited to, Curriculum and Professional Development Committees, as well as Chair any Educational Technology committees.

3. Provide administrative and technical support for all educational technology to improve learning outcomes, facilitate technology-rich teaching, and advance curricular innovation.

4. Provide leadership and innovation for enhancing teaching and learning through the identification, evaluation, and adding of technology strategies into the curriculum.

5. Determine the fiscal needs of educational technology programs and make appropriate recommendations to the Superintendent and/or designee.

6. Maintain an awareness of best practices, emerging technologies and new potentials in educational technology.

7. Implement a process for the systematic evaluation and review of educational technology efforts.

8. Works in conjunction with informational technology and curriculum to provide recommendations for purchase and strategic deployment of technology hardware, software, and other educational technology materials in accordance with District goals.

9. Develop and implement professional learning for staff in areas of educational technology.

Supervision Exercised: The incumbent supervises the Educational Technology staff. Has responsibility to recommend hiring/firing; develop training and evaluate employees.

Site: District

Reports To: Superintendent or Designee

Terms of Employment: 250 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 03/20/2017
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