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.

Training/Experience Required: 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.

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.

Job Goal (Purpose of Position): 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.

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).
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

Reports To: Director of Technology and/or Designee

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 12/9/2024