Job Description **11.18**
Moore Public Schools

Job Title: Director of Technology

Qualifications:

Education: Bachelors degree in Computer Science, Data Processing, Education or related field. Masters Degree preferred.

Experience Required: Minimum of 5 years experience preferred in the management of coordination of computer technology developments, software enhancements and designs for instructional technology, including knowledge of WAN/LAN hardware and software, operation and maintenance of PC and Apple computers, and network security administration. Experience with the integration of technology and curriculum/instruction. Experience with Student Information Systems.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written or business): Exceptional communication skills to exchange information, give/receive instructions and respond to inquiries. Create and provide presentations that outline or demonstrate various information systems initiatives. Includes filling out forms.

Data Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

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

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation. Must be familiar with various word processing and database/spreadsheet software programs and have experience with Macintosh and PC topologies.

Site: Administration Service Center/Center for Technology

Report To: Superintendent

Job Goal (Purpose of Position): Serve as the agent to support a comprehensive information system as demonstrated by the district technology plan for the acquisition and use by elementary and secondary public schools of technology, technology enhanced curricula, instruction, professional development activities focused on the use of technology as an instructional tool, administrative support resources and services to improve the delivery of

educational services.

Oversees the daily operations of data processing as pertaining to student information systems and other relevant network information systems. Establishes short and long term plans, coordinates changes for effectiveness, increased productivity and efficiency. Analyzes and troubleshoots situations and employ problem-solving tactics in order to maximum departmental results.

Responsible for the administration of Technology Department, systems, equipment and applications. Identifies business processes, application needs and system requirements to design, improve and maintain efficient information processes and automated systems to support district activities. Responsible for the implementation and maintenance of both, Local Area Networks (LANs), Wide Area Networks (WANs), and other software communication systems throughout the district. Administers the MIS functions of planning, operations, and district support services.

Contact with Others: This position has regular contact with members of own staff, district and public. Successful interpersonal interaction or communication is critical.

Performance Expectations: Successful performance of the job requires good customer service/people skills to elicit information, resolve problems, and provide information as requested. The position requires following school dress standards, proper attendance or leave policies, and other Board Policies. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, this employee must maintain a positive attitude and be cooperative toward other staff members and the public within the education system.

Essential Job Functions (Performance Responsibilities):

1. Oversees the maintenance and security of all Local Area Networks and Wide Area Networks throughout the district.

2. Develops and enforces district-wide "Acceptable Use" policies for staff and students.

3. Assume primary responsibility for hardware and software purchasing from vendors, in accordance with board purchasing policies and procedures.

4. Prepares initial hardware and software requisitions for all new school sites, through coordination with building administrators.

5. Recommends policy and procedural changes as required by State and Federal Law or as requested.

6. Assists in the development and implementation of software enhancements.

7. Oversees ongoing, sustained and intensive high quality professional development involving all school professional staff in the integration of advanced technologies into curriculum and instruction and in using those technologies to improve teaching and learning.

8. Assists district personnel with the selection, upgrade and operation of software and technology programs and enhancements for utilization by administrators, support personnel, and certified staff members.

9. Oversees assistance given to curriculum coordinators in the evaluation of software-related supplemental materials provided with textbook adoptions.

10. Prepares grant applications and administers/monitors grant monies awarded to his/her area including Title monies and E-Rate.

11. Uses a collaborative processing model to develop long-term plans, designs for implementation, and training models for instructional technology.

12. Stays abreast of research into the effectiveness of instructional technology on student learning.

13. Chairs or assists with various committees, which oversee the planning, and implementation of technology and information systems throughout the district.

14. Assists with the coordination of programs which encourage parents to explore ways of using technology to assist with their student's progress.

15. Designs and carries out action research on pilot programs conducted to determine effectiveness on student learning.

16. Oversees troubleshooting and preventative planning in the areas that affect technology and collection of student data in the schools.

17. Assists with recommendation of acquisition of on-line instructional resources for staff and students.

18. Advises and informs staff of legal use of software and the ramifications of copyright infringement. Advise supervisors of possible copyright infringement on software use.

19. Oversees scheduling, training, and troubleshooting problem areas that affect the work of the schools in relation to management of student information.

20. Manages procedures and communication between student information personnel and other administrative personnel.

21. Coordinates research and makes recommendations in regard to software packages/enhancements to be used in the gathering of student information.

22. Oversees creation/submission of reports required by state and/or district personnel in regard to student information.

23. Performs other duties and tasks as assigned or deemed necessary.

Supervision Exercised: Technology/Data Personnel.

Physical/Mental Requirements and Working Conditions: Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before audiences, and must be able to occasionally lift boxes of computer paper to load printers.

Terms of Employment:	250 Days
Salary:	Salary to be established by the Board.
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of Board Policies

Revised: 08-14-06