

GROVE SCHOOL
2800 N. BRYAN
SHAWNEE, OKLAHOMA 74804

Job Title: Director of Technology/Computer Science Teacher
Reports To: Principal/Superintendent

Education: Bachelor's Degree (Education, Computer Science, Information Technology, or related area)

Credentials: Oklahoma Teacher Certification

Experience: Previous information technology experience preferred

Job Summary: Serves as the district's Director of Technology while also teaching Computer Science courses to 5th through 8th grade students.

Knowledge, Skills and Abilities:

1. Knowledge of various computer operating systems, hardware, software, applications, and accessories. Knowledge of data networks, including hardware, wiring/connections, filters, and security. Ability to manage students/classes, giving instruction while establishing procedures and routines that promote appropriate student behavior. Ability to be customer focused, providing positive and efficient technology support for staff and students.

Essential Job Functions:

1. Assumes prime responsibility for the planning and integration of technology in the district.
2. Plans, organizes, and supervises the overall activities of technology operation as related to the district's instructional programs and all other district operations.
3. Develops a district technology plan including personnel, equipment, devices, storage, and replacement, with associated costs, and coordinates with the planning and budgeting cycles of the district.
4. Develops, administers, and oversees the district's student device checkout procedures, including developing and monitoring the district's Student Device Take-home Agreement (SDTA), and arranging insurance providers for the SDTA.
5. Develops and administers programs to train staff.
6. Develops and maintains the district website, in collaboration with district administration.
7. Develops, monitors, and evaluates district cybersecurity protocols for students and staff.
8. Maintains the district's networks and filters. Contacts outside support when needed.
9. Maintains the district's security cameras. Contacts outside support when needed.
10. Completes the district's annual e-rate application and e-rate processes. Collaborates with outside support when needed.
11. Evaluates regularly the district's use of technology and recommends alterations and expansion as necessary.
12. Analyzes, investigates, and advises the administration regarding purchase or leasing of suitable equipment for the district's technology program.
13. Attends professional development conferences on current and future technology trends, observes other districts, and reads articles on technology in education.

14. Effectively teaches computer science courses to 5th through 8th grade students.
Courses/curriculum may include: software applications, web applications, keyboarding, computer programming, coding, other technologies applications, financial literacy, or other content within the framework of the Oklahoma Academic Standards.
15. Performs other duties as assigned.

Physical/Mental Requirements and Working Conditions:

- Must have the dexterity to operate and move equipment.
- Must be able to supervise students in the classroom and outside.
- Must be able to communicate with students and parents.
- Must be able to get around the classroom, campus, etc.
- Able to communicate effectively with students, staff, and parents.
- Able to perform playground, lunch, bus and related duties.

Terms of Employment: Length of the work year and hours of employment shall be those established by the District. **(200-day contract)**

Evaluation: Performance of this job will be evaluated in accordance with provisions of District Board Policy on evaluation of personnel.