



Job Title: Education Technology and Systems Manager

Department: Teaching and Learning

Reports To: Manager of Academic Programmer

Grade: EG-5

Number of Days: 12 months

Overtime Status: Exempt

Last Revised Date: April 19, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: The Education Technology and Systems Manager creates technology plans designed to integrate with Tulsa Public Schools' academic programming. The Education Technology and Systems Manager works with the Teaching and Learning: Professional Learning and Educator Effectiveness team to ensure technology programs and services meet the educational needs of our educators and our students. This individual is also responsible for leading the charge in making research-based technological decisions.

Minimum Qualifications:

- Bachelor's degree required
- Two (2) years' experience with learning management systems (e.g. Canvas) and student information systems (e.g. PowerSchool)
- Three (3) years' experience teaching
- Experience with a range of software, hardware, and operations systems (e.g. Windows, Mac, iOS)

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Develop and implement a strategic vision, that is supported by research, for technology in schools in both the areas of academic and instructional hardware
- Design, update, and maintain technology plan frameworks
- Maintain knowledge of and communicate current research findings and forecasts related to the effective use of technology in the schools' educational programs
- In conjunction with the vision of the chief learning officer, Teaching and Learning department, and Professional Learning and Educator Effectiveness team, oversee digital curriculum adoption and rollout
- Oversee the design, development, analysis, and enhancement of school-based programs and applications
- Oversee isolation, research, and resolution of complex problems or issues for critical school-wide and school-level educational applications
- Research and make recommendations on educational best practices, instructional resources, instructional technologies, and multimedia hardware and software to support teaching and learning
- Serve as subject-matter expert on technology tools and methods, use of instructional software, and effective uses of multimedia to support academic programming
- In collaboration with the professional learning team, oversee professional development of staff on the integration of technology into the instructional plan, which will also at times provide direct professional development
- Evaluate training methodology and delivery technology, document findings and lead efforts for improvement
- Manage instructional design projects from inception to completion
- Ensure the design and development of instructional plans foster access to the appropriate tools for 21st century learning
- Works effectively and cooperatively with others in a team environment
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proven record of accomplishment in technology planning in an academic setting
- Possess the understanding of industry-standard related practices and procedures of regulations and guidelines as they relate to the purchase and use of software (specifically copyright laws and the use of licensed equipment and materials)
- Excellent writing and proofreading skills with attention to detail
- Excellent communication and organization skills
- Very good decision-making and problem-solving skills

- Ability to meet deadlines regularly and to highlight risks at early stages
- Ability to work in a team environment
- Passionate about creating engaging, effective and fun learning environments and products
- Knowledgeable about current trends in PK-12 education
- Strong creativity and critical-thinking skills
- Effective time management and organizational skills
- Positive attitude and willingness to learn
- Experience working and collaborating with multiple teams
- Ability to organize and manage multiple priorities while maintaining flexibility
- Knowledge of special programs
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; strives to research, evaluate, and implement best practices.
- Strong customer orientation
- Establishes excellent interpersonal skills between all constituents by being courteous, professional, and helpful; demonstrates high level of interpersonal skills to handle sensitive and confidential situations
- Demonstrates poise, tact, and diplomacy
- Broad conceptual perspective and forward-thinking on educational issues and their long-term impact on the schools and the company
- Proactive and takes initiative; thinks creatively; high level of accuracy; detail oriented; drives projects to completion; insists on the highest level of quality

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.