



Job Title: Special Assignment: Site Technology Contact

Department: School Administration
Reports To: Principal / Assistant Principal
Applicable For: Certified Instructional Staff
Coverage: After normal day
Stipend: Varies Based on School Student Count
Security Access: Site Specific
Last Revised Date: September 9, 2016

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: Provide instructional and technical support to teachers and students in their use of digital resources for academic achievement.

Minimum Qualifications:

- Must demonstrate adeptness at using technology skills and abilities
- Must be willing to work with others in a professional, timely manner

- Demonstrate organizational skills in managing equipment and software
- Must be willing to attend required and optional training related to technology integration
- Must be willing to conduct necessary site training sessions for peers at the site level

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Providing monthly training to teachers in instructional technology strategies that is aligned with the school improvement and technology integration plans
- Attending mandatory District Site Technology Contact meetings (4) annually to maintain network administrative rights and continue to serve in the assignment the following year
- Sustaining the delivery of communications from IT/Instructional Technology to building level stakeholders in a timely fashion
- Setting up various digital devices (computers, printers, interactive boards, the internet etc.) and conduct basic troubleshooting technique
- Being skilled in the use of the district service desk system and complete work orders as needed
- Assisting in the inventory of digital devices to ensure assets are documented

Supervisory Responsibilities:

- This role does not directly supervise any individuals

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

- Standard school environment

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.