

SCHOOL DISTRICT TECHNOLOGY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the efficient management and administration of the integration of educational and administrative technology/communications in a school district. The work involves the responsibility for providing technical assistance, staff development, research and evaluation of technology equipment and programs (both academic and administrative) for a school district. An incumbent is responsible for the development, supervision, evaluation, and coordination of the District's technology/computer programs, training programs and services. The work is performed under the general supervision of the School Administrator with wide leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is exercised over staff in the delivery of educational technology services. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as a curriculum integration and planning resource for all grade levels (K-12) including suggesting the use of software packages to support lesson plans and the use of a variety of technological tools (personal computers, printers, laser discs, CD ROMS) in order to improve/enhance classroom instruction and management;

Researches, evaluates and recommends technology implementation strategies, which may include finding ways to get teachers to use educational technology in the classroom, analyzing data collection procedures for improvement of data processing activities and/or effectiveness of the instructional technology programs and services;

Meets with the school technology stakeholders (composed of parents, teachers, administrators, and School Board members) to discuss direction of technology utilization for the district;

Ensures district adherence to copyright laws and software licensing regulations;

Makes presentations regarding how technology can be used both in the classrooms and in school district offices;

Provides staff development and technology assistance for both teaching staff, administrators, and clerical support staff;

Coordinates and manages the implementation of technology/curriculum programs as well as special projects by teachers, librarians, administrators, support staff and students;

Provides technical assistance to staff members and diagnoses technical problems with computers and other technological equipment;

Supervises the maintenance of all computer hardware and maintains an inventory of technology equipment and materials;

Seeks grants and other funding opportunities to further the use of educational technology in the district and prepares technology-related grant applications;

Develops budgets for the coordination and purchase of technology equipment and materials;

Supervises and coordinates services available through utilization of BOCES technology-related programs and district computer networks;

Establishes procedures for network user accounts, access rights and network management as well as maintain network security;

Produces status reports, proposals and evaluative reports relative to educational programs and services;

Assigns, reviews and evaluates the work of assigned staff and prepares periodic performance reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the capabilities, function and potential of educational and administrative technology/communications and their application to the instructional environment; thorough knowledge of software programs and operating systems used in an office environment; good knowledge of the operation and use of personal computers and their peripheral equipment; ability to analyze computer hardware and software failure and take corrective action; ability to plan and organize; ability to conduct presentations and train others; ability to establish and maintain cooperative relations with clients and personnel; ability to understand and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; poise, initiative, tact and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Master's Degree in Computer Science, Information Resources Management, Information Technology, Management Information Systems, or closely related field, and two (2) years of experience in applying technology planning and training in support of user groups, including or supplemented by one (1) year experience in maintaining network operation systems and internet connectivity; **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree, which included or was supplemented by twenty-four (24) credit hours* in Computer Science, Information Resources Management, Information Technology, Management Information Systems or closely related field and four (4) years of experience in applying technology planning and training in support of user groups, including or supplemented by one (1) year experience in maintaining network operation systems and internet connectivity; **OR**
- C. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree, which included or was supplemented by twenty-four (24) credit

hours* in Computer Science, Information Resources Management, Information Technology, Management Information Systems or closely related field and six (6) years of experience in applying technology planning and training in support of user groups, including or supplemented by one (1) year experience in maintaining network operation systems and internet connectivity; **OR**

D. Graduation from high school, or possession of a high school equivalency diploma and eight (8) years of experience in applying technology planning and training in support of user groups, including or supplemented by one (1) year experience in maintaining network operation systems and internet connectivity; **OR**

E. An equivalent combination of training and experience as indicated above.

*Coursework in the use of specific programs such as WORD, EXCEL or ACCESS and data entry is not acceptable.

Special Requirement: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY
5748 SD TEC CD
Classification: Competitive
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