

## **TECHNOLOGY AND DATA ANALYSIS RESOURCE SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for providing technical assistance and training in a school district in order to improve teaching and learning. The work involves responsibility for researching and making recommendations for the best technologies to utilize and how to incorporate the use of data to support learning. The incumbent provides various resources to support the effective integration of technology in the classroom. The work is performed under the general supervision of a higher level employee with leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is not normally a function of this class. 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.

Assists in supporting school districts by contributing to, implementing and maintaining innovative programs that foster the use of research-based, best practices that incorporate the use of data and technology;

Assists in supporting strategic and tactical planning, development, evaluation and coordination of the use of information and technology systems related to student performance;

Serves as a resource and provides technical assistance to ensure technology is being used to support learning;

Provides training, course material development and recommendations to support the effective integration of technology;

Maintains technology tools to support programs and practices;

Assists in establishing and supporting a cadre of professional educators proficient in compiling data and the integration of educational technologies;

Fosters the use of data as a tool for decision making within Instructional Services, Ulster County BOCES, and other school districts;

Keeps informed on new or evolving best practices to incorporate the use of emerging technologies and use of data to enhance teaching, learning and program design;

Gathers and aids in dissemination of information throughout the county related to current State Education Department initiatives, related state wide networks and best practices;

Participates in regional and statewide meetings to gain information that is valuable to Ulster County educators;

Organizes and maintains professional materials collecting, which includes educational hardware and software, and promotes its use among teachers and leaders;

Works with other Instructional Services programs to provide technical assistance to meet the common needs of the districts;

Assists in the planning and implementation of programs for students and staff, and for projects and grants as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the capabilities, function and potential of educational technology and their application to the instructional environment; good knowledge of the use of data as a tool for instructional decision making; working knowledge of computer hardware and software educational technology; ability to plan and organize; ability to train others; ability to establish and maintain cooperative relationships with others; ability to communicate effectively both orally and in writing; ability to formulate sound plans and recommendations; detail oriented; initiative; tact; resourcefulness.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree, which included or was supplemented by fifteen (15) credit hours\* in Computer Science, Information Resources Management, Information Technology, Management Information Systems, Business or closely related field; **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree, which included or was supplemented by fifteen (15) credit hours\* in Computer Science, Information Resources Management, Information Technology, Management Information Systems, Business or closely related field, and two (2) years of full-time paid or its part-time equivalent, experience in using data and technology that improves student performance or experience in supporting technology in an educational institution; **OR**
- C. Successful completion of fifteen (15) credit hours\* in Computer Science, Information Resources Management, Information Technology, Management Information Systems, Business or closely related field offered by a technical training institute, college or a corporate training program and three (3) years of full-time paid or its part-time equivalent, experience in using data and technology that improves student performance or experience in supporting technology in an educational institution; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid or its part-time equivalent, experience in using data and technology that improves student performance or experience in supporting technology in an educational institution; **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.

7226 T&D AN RSC

Classification: Competitive

OA