

## COMPUTER INSTRUCTION COORDINATOR

Code No.: 5-03-037

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the coordination of computer services and classroom instruction for the Computer Assisted Education Program. The Computer Assisted Education Program utilizes the computer within the classroom for the instruction of various academic subjects. This program enables students to complete various assignments directly upon a computer terminal and enables teachers to monitor and record student progress and instructional programs. Employees of this class act as a liaison between the computer service staff and the teaching staff in order to coordinate and aid in the development of computer assisted and managed instruction. In addition, the employee has responsibility for assisting staff with their general micro-computer and word processing needs. The employee is under the general supervision of the Computer Services Director. General supervision is exercised over programmers and systems analysts. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Consults with the teaching staff of area schools to determine Computer Assisted Education program needs;

Addresses the computer use problems of program participants;

Provides orientation and training for program participants;

Provides technical support to micro-computer users and to word processing users;

Develops, organizes and holds workshops and conferences;

Identifies and addresses hardware, software, and courseware problems;

Assesses and recommends for purchase hardware, software and courseware;

Directs the development of in-house produced courseware;

Establishes and maintains professional relationship with area school, college, university and business personnel involved with computer education technology;

Supervises Computer Assisted Instruction programmers and systems analysts;

Gives presentations to school boards, school administrators, and

professional organizations;

Attends workshops and conferences to keep informed of changes and progressions in the field of Computer Assisted Education.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of education related software and courseware; good knowledge of the principles of classroom instruction and education; working knowledge of the state of the art of computer hardware; working knowledge of data processing systems; ability to evaluate and recommend for purchase education related software and courseware programs; ability to deal effectively with program participants; ability to communicate effectively both orally and in writing; supervisory ability; good judgment; health commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

(A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Computer Science field and two (2) years of full-time or its part-time equivalent experience in computer related areas of systems analysis, programming or the \*instruction of Computer Sciences; OR,

(B) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree and 15 credit hours in Computer Sciences plus three (3) years experience as described in A); OR,

(C) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree and four years (4) experience as described in (A).

\* **NOTE:** The instruction experience can be obtained in either a college, high school or elementary school setting involving either direct classroom instruction using the computer and/or the development of a computer assisted education program for classroom use.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: September 12, 1985

Reviewed: 9/24/86