

## COORDINATOR OF TECHNOLOGY

Code No. 3-18-313  
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for developing and implementing a five-year plan to facilitate and implement computer technology, telecommunication technology, and instructional technology in accordance with a school district's strategic plan. The work involves advising, assisting, users select appropriate software, telecommunications equipment, and coordinating appropriate training. Work further involves participating in district needs assessment as its relates to technology, and conducting related research. The employee reports directly to and works under general supervision from an Assistant Superintendent. Supervision may be exercised over subordinate staff. 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)

Completes technology assignments in accordance with the District's Strategic Plan;

Assists users with micro computer hardware and software selection;

Assembles and tests hardware and software;

Coordinates training programs, assists with problem solving;

Assists in the selection of video recording and transmitting equipment and trains staff;

Consults with instructional staff, distributors and vendors to advise on the use of technology that will enhance instruction in areas such as math, science and occupational education;

Works with Board of Cooperative Educational Services (BOCES) Regional Computer Center and BOCES Educational Communications Center for information sharing;

Prepares budget documents and develops budget proposals when requested;

Researches surveys and maintains up-to-date knowledge of trends with respect to effective use of technology in education.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the capabilities and limitations of software and hardware as related to the administrative and instructional needs and requirements of a school district; good knowledge of the capabilities and limitations of telecommunications equipment as related to the administrative and instructional needs and requirements of a school district; ability to assess needs and assist users in the appropriate selection of micro computer hardware, software, and telecommunications equipment; ability to coordinate and conduct related training; ability to conduct research and maintain an up-to-date knowledge of current trends regarding technology in education; ability to prepare clear and concise written reports, budget documents and related correspondence; ability to relate well to users and assess their needs; ability to establish and maintain effective professional relationships; dependability; good judgment; thoroughness;

physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's or A.O.S. degree in Computer Science or a related field, plus four (4) years paid full-time or its part-time equivalent professional\* experience involving microcomputer work including either: business applications involving data base and spread sheet design, computer programming, telecommunications, instructional support involving computer applications, or similar experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science or a related field, plus two (2) years experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

\*professional experience does not include clerical, secretarial or word processing.

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.

ADOPTED: January 10, 1991