

DISTANCE LEARNING & TELECOMMUNICATIONS SUPERVISOR

Code No. 4-18-445
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for developing, establishing, and organizing the interactive distance learning network for a school district. The program broadcasts classes and special events for use in classrooms throughout the County. This position is responsible for overall operations of the distance learning and telephone network systems. General supervision is exercised over audiovisual staff members. The employee reports directly to and works under the general supervision of the Director of Instructional Technologies.

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

Develops, establishes, and organizes the interactive distance learning network for school districts;

Develops and maintains schedules, billing, and accounts for the interactive telecommunications department;

Plans, schedules, and facilitates activities for high school courses, college courses, satellite teleconferences, staff development and virtual field trips;

Hires and provides supervision to the distance learning staff;

Develops and collaborates on worldwide distance learning programs and provides districts with training and technical support;

Assists in implementing, training, and programming the distance learning network to meet the school districts' needs;

Develops cost effective and efficient networks for voice and data communications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of distance learning telecommunication techniques, processes, and programs; working knowledge of classroom techniques and practices; working knowledge of audio-visual and computer techniques and practices as related to distance learning; good knowledge of English grammar and punctuation; organizational skill; supervisory ability; ability to direct and train subordinates on the operation and use of the program; ability to troubleshoot technical issues; ability to develop course booklets; ability to communicate orally and in writing; ability to establish and maintain working relationships; ability to use a personal computer; independence; motivation; flexibility; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full time or its part time equivalent experience involving interactive videoconferencing or computerized distance learning, or television production, one (1) year of which shall have involved supervision;
OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years of experience as defined in (A) above, one (1) year of which shall have involved supervision; OR,
- (C) Six (6) years of experience as defined in (A) above, one (1) year of which shall have involved supervision; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Depending upon assignment, candidates for positions in Monroe County government must pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

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: August 9, 2001