

EDUCATIONAL TECHNOLOGY PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and technical position involving responsibility for planning, coordinating, providing support, and training for the use of technology in an educational setting. The incumbent may perform a variety of technical, administrative, and financial functions as assigned. The work is performed under the general direction of a higher-level administrative employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Provides in-person, text, phone, and online support for educational technology programs and solutions to teachers, administrators, support staff, and students; May assist teachers, administrators, and counselors in establishing and enrolling students in distance learning services; Assists in the identification of school district technology needs; Conducts design and development of new programs and services to support educational technology integration into the classroom; Develops and delivers in-service training in the use of technology, including, but not limited to, hardware, software, online training, and administrative applications; Acts as a liaison with consultants, vendors, and other service providers of technology programs and services to establish and renew service contracts, upgrades, and identify and establish training requirements and programs; Creates and maintains electronic spreadsheets providing financial information necessary for the submission of required reports, including invoice tracking procedures and payment of invoices; Assists and performs a variety of administrative and financial functions as assigned, including, but not limited to such activities as: (1) Prepares budgets, or assists in budget preparation by determining the need for services, and compiling and maintaining other background information utilized to prepare the budgets, (2) Prepares bids and assists in the reviewing and letting of bids and/or RFPs, (3) Assists in the preparation and administration of various service agreements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the operation, capabilities, and application of common office technologies; Thorough knowledge of developing budget reports, analyzing data and trends to assist in making budget decisions and determine the effectiveness of various programs; Working knowledge of computer programming concepts; however, the ability to program is not a requirement of this position; Working knowledge of a variety of educational management and technology systems including hardware and software; Working knowledge of administrative, financial methods and procedures; Ability to translate and adapt administrative, statistical, and financial data to computer program specifications; Ability to prepare detailed and complex, technical written material including contracts with local policy and NYSED CoSER regulations; Ability to work with other people; Ability to assess information accurately; Ability to troubleshoot computer software problems to minimize customer support charges; Professional office skills, including organization, time management, oral and written communication, customer service, and interpersonal skills; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND Either:

A. Graduation from a college or university with a bachelor's degree in Computer Science, Computer Technology, Business Administration, Education Technology Service/Programs or related field; OR

B. Graduation from a college or university with an associate's degree or completion of 60 credit hours in Computer Science, Computer Technology, Business Administration, Education Technology Service/Program or related field and two years' full time paid or equivalent part time experience in education, business technology; OR

C. Four years of full-time or part-time paid experience as defined in (B) above. OR

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

NOTE: A valid New York State driver's license is required at time of appointment and must be maintained during employment.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 11/19/15

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