

## 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 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, design and development of new programs and services to support educational technology integration into the classroom; Develops and delivers the in-service training of personnel in the use of technology including but not limited to hardware, software, online training and administrative applications; Acts as liaison with consultants, vendors and other service providers of technology programs and services to establish and renew service contracts, upgrades, identify and establish training requirements and programs; Creates and modifies spreadsheet computer programs 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 need for services compiling and maintaining other background information utilized to prepare the budget, (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 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 New York State registered or regionally accredited college or university with a bachelors degree in Computer related, Business related or Education related field. OR

B. Graduation from a New York State registered or regionally accredited college or university with an associates degree or completion of 60 credit hours in Computer related, Business related or Education related field and two years full time paid or equivalent part time experience in educational business or technology services/programs or equivalent combination of education and training. OR

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

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

Adopted 11/19/15

Revised 5/9/16