

ASSISTANT DIRECTOR - EDUCATIONAL TECHNOLOGY
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Supervises personnel and operations within the Department of Educational Technology and the Department of Systems Integration/Office Automation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under administrative supervision, this position is responsible for the marketing of departmental services and consultation in the planning of long and short-range educational technology projects. The work involves supervisory responsibility over managers who coordinate the implementation, support and maintenance of the projects and the delivery of departmental services.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes and directs operations and personnel in the departments of Educational Technology and Systems Integration/Office Automation;

Establishes and enforces policies and standards for the departments of Educational Technology and Systems Integration/Office Automation;

Assists in recruiting, selecting, assigning and training support personnel;

Assists in coordinating the planning, evaluation, and ordering of appropriate software products and assists in the development of courses to train users in the use of these products;

Supervises Research & Development projects;

Monitors existing sites and evaluates customer satisfaction and expansion possibilities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of technology's application to the educational and administrative environment; familiarity with the schools and the latest educational philosophies and trends; good marketing and planning skills; good oral and written skills; administrative and supervisory ability; ability to prepare written materials and reports; ability to lead discussions and make formal presentations; ability to think creatively and logically; sound judgment; physical condition commensurate with duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and six years experience in an educational technology environment including two (2) years in an administrative/supervisory capacity; or (b) a Master's Degree and (4) years of experience as stated in (a), including the two years administrative/supervisory experience; or (c) ten years full time experience or its part-time equivalent as described in (a) including two years administrative/supervisory experience; or satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.