

ASSISTANT TECHNOLOGY SUPPORT SPECIALIST

GENERAL STATEMENT OF DUTIES: Assists and participates in integrating educational and administrative technology into a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a higher-level technical position, an incumbent participates and assists in providing technical assistance, staff development, research and evaluation of technology equipment and programs, both academic and administrative, in a school district. An incumbent may be assigned to a program area such as K through 5, or Junior High, or to a school building, or focus on specific projects. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Acts as curriculum integration and planning resource for specific grade levels and participates in integrating educational technology into the curriculum, e.g., suggests software packages to support lesson plans;

Provides staff development and technology assistance for both teaching staff and administrators/clerical support staff within a school building or program area;

Produces status reports, proposals and evaluative reports;

May demonstrate and provide direction and guidance within a Computer Lab;

Provides technical assistance to staff members and assists in troubleshooting hardware, software and problems with computers, printers and other technological equipment;

Assists with and participates in the installation of hardware and computer software;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation and use of microcomputers and their peripheral equipment; good knowledge of the current trends in educational technology and how it can be applied to school curriculum; good knowledge of software used in an office environment, e.g., Word Perfect; good knowledge of operating systems; ability to analyze computer hardware and software failure and take corrective action; ability to monitor a Local Area Network (LAN); ability to establish effective relationships with school district personnel; ability to communicate effectively both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; tact; resourcefulness; sound judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) an Associates Degree in Computer Science and three (3) years of work experience (pre- or post-degree) in demonstrating the use of computers and software in an educational setting, including the support of computer hardware and software; or (b) a Bachelor's Degree* in Computer Science or closely related field and one (1) year experience as stated in (a) or (c) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: A Masters Degree* in Computer Science, Educational Technology or closely related field, may be substituted for one year of experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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.