

MANAGER – EDUCATIONAL TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, the incumbent of this position is responsible for planning and managing the implementation of instructional and administrative educational technology projects, as well as managing the initial and on-going administrative and instructional training associated with these projects. The work involves supervisory responsibility over a number of training and resource specialist positions and the maintenance and upkeep of administrative and instructional resources, training labs and networks. In addition, this position is responsible for coordinating the delivery of administrative and instructional microcomputer training and software support. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Plans, organizes and directs operations and personnel in the area of educational technology;

Establishes and enforces policies and standards for use and acquisition of technology i.e., internet policy, network usage, security control;

Recruits, selects, assigns and trains support personnel;

Prepares proposals for new equipment;

Serves as project manager for services offered by the department, such as implementation of voicemail system and cablevision, etc.;

Coordinates the scheduling of training and resources specialist personnel on a daily basis;

Oversees maintenance of current database of training sessions, including attendance and training session evaluations;

Coordinates system-level planning for computer implementation, including meeting with interested staff on developing long-range instructional computing plans;

Coordinates 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;

Establishes new programs and documentation for end user training;

Provides support services to other departments as relates to the introduction of new products or procedures;

Monitors existing sites and evaluates user satisfaction and expansion possibilities;

May assist instructional personnel in developing course outlines integrating technology into existing courses of study for all curriculum areas;

May be responsible for scheduling maintenance of equipment and inventory of equipment in district;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of personal computers and their application to the educational and administrative environment; familiarity with the latest instructional programs and philosophies; good knowledge of local area networking and wide area networking; ability to plan, organize and supervise the work of others; ability to communicate effectively both verbally and in writing; ability to establish effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; tact; resourcefulness; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and eight (8) years of work experience in which the primary function of the position was technical support and training in an educational technology** environment, which must have included two (2) years of supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* or Master's Degree* may be substituted on a year for year basis for up to five (5) years of the work experience described above. There is no substitution for the two (2) years of supervisory experience.

**DEFINITION: Educational technology is defined as the use of a variety of technological tools (e.g. Smartboards, Internet, cable television in the classroom, DVD players, digitized video, personal computers and related equipment, such as scanners, printers, etc.) in order to improve and enhance classroom instruction.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education 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.