

DIRECTOR OF EDUCATIONAL TECHNOLOGY & INFORMATION SYSTEMS

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for strategic planning, development, implementation and management of educational technology and information systems in a school district, including ongoing configuration, maintenance, operation, disaster recovery planning, protection, security, diagnosis, troubleshooting and resolution of system problems. The incumbent is responsible for daily operations of all school administration and student information systems, including student registration, staff attendance, computer-based instruction, and any related systems and/or software applications, as well as management of configuration, maintenance and repair of all computer related equipment, accurate data integration across all district systems, coordination of training and support services for system users, departmental budgeting, ordering, and management of vendor-provided services. Additionally, the incumbent serves as Chief Information Officer (CIO), with responsibility for data integration, development, analysis, reports, improvement initiatives, and general compliance with NYSED requirements. Work is performed under general supervision of a higher level school administrator, requiring the exercise of independent judgment in carrying out details of the work. Direct supervision is exercised over subordinate clerical and technical support staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, develops, implements, directs and monitors daily operations of educational and information technology systems, including all systems and software relating to school administration and student information, and maintains, repairs, and upgrades such systems;

Plans, develops, implements, directs and monitors security, protection, routine backup procedures and disaster recovery planning for all district educational, school administration and student information systems and databases, and related software applications;

Supervises, directs and monitors activities of technical and clerical support staff relative to daily operations of school administration and student information systems and softwares;

Serves as chief technology systems advisor to district administration, staff and Board of Education, including preparing reports and presentations relative to new information and technologies on an ongoing basis, as required;

Coordinates strategic planning for technology and technology implementation, and the development of long-range IT plans;

Works closely with instructional and administrative staff to develop, customize and implement ongoing changes and improvements to school administration system, student information system, and related systems and software applications, to meet district needs and NYSED reporting requirements;

Works closely with school administrators to identify training needs for instructional, administrative and support staff, and to plan curriculum and staff development initiatives;

Coordinates evaluation and purchasing decisions relative to software and related technological products, and develops and directs user training and support services for new technologies, as required;

Evaluates and recommends upgrades and technological acquisitions relative to district data, information and communication systems, on an ongoing basis;

Develops and manages implementation of methods for facilitating accurate transfer of information across all district systems and softwares;

Manages and coordinates data collection from various state, school and community sources to meet the district's reporting requirements;

Systematizes, organizes and integrates data for analysis, district studies, state reports, etc.;

Monitors and ensures accuracy of data, statistics and reports, in compliance with all applicable standards, procedures and requirements;

DIRECTOR OF EDUCATIONAL TECHNOLOGY & INFORMATION SYSTEMS (cont'd)

Serves as district liaison with the NYS Regional Information Center (RIC), and attends all RIC meetings for CIOs and uses of supported student information systems;

Responds as needed to inquiries about statistical procedures and information, and provides any necessary correspondence or reports;

Ensures district compliance with any State Education Department data administration and reporting regulations, procedures deadlines, including by not limited to VADIR, BEDS, and Special Education reporting;

Performs related functions as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of computer hardware and software and data management systems and operations; good knowledge of sound financial and business administrative, budgeting, purchasing and cost containment practices and procedures in a public agency; good knowledge of procedures used in compiling, tabulating and verifying statistical data; knowledge of New York State assessments, school administration/student information systems and related software applications; good technical aptitude and ability stay current with changes in technology; ability to manipulate data to produce reports, tables, charts, etc.; ability to plan and direct the work of others; ability to develop, understand and follow complex oral and written instructions; ability to communicate clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Either

- a) Masters degree in statistics, information technology, education, or a closely related field and six (6) years recent experience, which must have included supervision of technical employees, in the field of information technology, computer software, statistical analysis, educational measurement, systems analysis, systems support, applied research design, or related experience; or
- b) Bachelors degree in statistics, information technology, education, or a closely related field and eight (8) years recent experience, which must have included supervision of technical employees, in the field of information technology, computer software, statistical analysis, educational measurement, systems analysis, systems support, applied research design, or related experience;
- c) Bachelors degree and ten (10) years recent experience, which must have included supervision of technical employees, in the field of information technology, computer software, statistical analysis, educational measurement, systems analysis, systems support, applied research design, or related experience;
- d) An equivalent combination of training and experience as described in a), b) or c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized 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.