

## EDUCATIONAL TECHNOLOGY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Work involves providing research and evaluation of technology equipment and software programs, as well as assisting with technical support and staff development, in the ongoing integration of educational and administrative technology in a school district. Responsibilities include planning and development to maximize technology use and participation with the goal of enhancing educational experience. Incumbent works closely with teaching and technology personnel to research, recommend, preview, and implement technology equipment, software, and use generally in context of new and existing educational programs and curricula. Considerable contact and interaction with school administrators, teachers, other school personnel and students is involved. Duties also include providing equipment and software demonstration and training. Work is performed under general supervision of the Director of Educational Technology and/or other high level school administrators. Supervision may be provided to computer lab and technology support staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Researches, evaluates and recommends technology implementation strategies, i.e., provides suggestions and strategies about how to use educational technology, such as equipment, software and websites, to support curricula, and to integrate technology into all aspects of classroom activity from instruction methods to student activities;

Re-designs and upgrades existing technology, computer labs, etc. as necessary;

Provides staff development and technology assistance for teaching staff, administrators, and support staff, including producing training materials, as needed;

Serves as advisor to student technology organizations, and is responsible for supervision of students during technology activities;

Coordinates, organizes and manages implementation of educational projects and presentations for the school district and community relative to technology usage in education;

Oversees and directs activities of teacher aides and assistants assigned to computer labs;

Determines and provides for educational technology training needs for the school district;

Provides technical support, assists technical support staff, diagnoses and resolves technical problems with computers and associated equipment;

Participates in committees, meetings, and processes regarding ongoing strategic planning for technology use throughout the school district;

Prepares reports, proposals, presentations, statistics, evaluations, etc. as required;

Participates in and assists with research and applications for grant and funding opportunities;

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

Performs a variety of related activities 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: Good knowledge of operation and use of computer hardware, software and peripheral equipment; working knowledge of educational technology and its application to K-12 curriculum; knowledge of school administration/student information systems and related software applications; good technical aptitude and ability stay current with changes in technology; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to analyze computer hardware and software failure and take corrective action; ability to establish and maintain effective working relationships; ability to communicate clearly and effectively, both orally and in writing; initiative; tact; resourcefulness; sound judgment.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in information technology, education, or a related field and one (1) year of work experience involving integration and/or use of technology in an educational setting; or
- b) Bachelor's degree in information technology, education, or a related field and three (3) years of work experience involving integration and/or use of technology in an educational setting; or
- c) An equivalent combination of training and experience as described in a) and b) 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.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

EDUCATIONAL TECHNOLOGY NOTE: 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.

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.