

SCHOOL DISTANCE LEARNING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in BOCES and involves responsibility for coordinating the delivery of education and training through electronically mediated instruction to participating school districts in the region involving a two-way interactive telecommunications network. The incumbent is responsible for promoting and providing information to area school districts on the distance learning program, arranging and implementing education program schedules, and assisting network users. Additionally, the incumbent troubleshoots technical problems of network technology and modifies the network design as needed. The work is performed under the general supervision of higher level administrative staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Meets with school administrators and teachers in area school districts to explain the objectives, operation and technology requirements of the distance learning program and identify low enrollment courses for which the distance learning program would be particularly applicable;
- Coordinates program and telecommunications network scheduling with participating school districts and other community users;
- Arranges training programs on using the two-way interactive telecommunications network;
- Acts as liaison between participating school districts and technology and service vendors regarding network equipment needs/problems;
- Assists school officials in developing curriculum for transmission via the interactive telecommunications network;
- Troubleshoots problems with network equipment and makes necessary changes to network design and configuration;
- Provides technical support and assistance to users of the interactive telecommunications network;
- Prepares operational budget for network activities and monitors grant funds;
- Makes presentations on the distance learning program to various community groups and prepares promotional materials;
- Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices involved in the implementation of an education/training program via an interactive telecommunications network; good knowledge of the equipment used in an interactive telecommunications network including audio equipment, television cameras, VCR=s and monitors; ability to communicate effectively both orally and in writing; ability to plan, organize and coordinate a distance learning program; ability to establish good working relationships with a variety of interested parties; ability to troubleshoot technical equipment problems; ability to make presentations and prepare promotional materials; ability to prepare records and reports; ability to provide training and assistance on the use of the interactive telecommunications network for distance learning; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER (A)** Graduation from a regionally accredited or New York State registered college or university with a master=s degree in telecommunications, media studies, communications, or related field;
- Or (B)** Graduation from a regionally accredited or New York State registered college or university with a bachelor=s degree and two years of experience in designing or configuring telecommunications systems or in audio-visual media production experience;
- Or (C)** An equivalent combination of training and experience as defined by the limits of **(A)** and **(B)** above.

Adopted 01/07/97 Personnel Officer