

ASSISTANT EDUCATIONAL TECHNOLOGY PLANNING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class assists with office and field assignments and with determining how a school district is fulfilling its administrative/instructional needs, its perception of the quality and cost-effectiveness of received services, and the levels of interest in future technology applications for its district. The incumbent will serve as a liaison and trouble-shooter between school district users and the Mohawk Regional Information Center. The work is performed under general direction of a designated supervisor, with limited leeway allowed in carrying out technical details of the work. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Performs analysis of a districts technology needs to determine additional or customized services needed;
- Compiles narrative information for utilization in 793 Plan;
- Assists a school district with coordination and planning of new services;
- Prepares network schematics and network proposals for a school districts technology team;
- Assures successful network implementation through a network audit process;
- Defines administrative network training requirements and proposes district training programs;
- Prepares and analyzes Service Effectiveness studies and surveys for customer and/or staff satisfaction;
- Periodically reviews specific services for vendor cost and quality competitiveness;
- Assists with revenue analysis and reconciliation of multi-year finance agreements and district purchases;
- Collects data and assist with planning research and analysis of administrative factors relative to existing and future services;
- Serves on the District Technology Team and reports to the Superintendent of Schools;
- Provides project management to unique and district based research and development projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONNEL CHARACTERISTICS:

Working knowledge of principles and practices of planning using NYS Education Department acceptable planning practices (ie: Technology Planning Instructional support (TPIS)) for a variety of management and instructional activities; working knowledge of networking and technologies related to educational practice; strong interpersonal skills; effective verbal and written communication skills; ability to conduct research using a variety of techniques; ability to understand and interpret basic planning research data; ability to understand and follow oral and written directions.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or NYS registered four-year college of university with a Bachelor's Degree and one (1) year of experience in an educational or business setting involving planning, utilizing computer technology, network design, modeling and forecasting techniques; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three (3) years of experience defined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience as outlined in (A) above.

Established 5/31/0217 PO

Competitive Class