

Civil Division: BOCES, Holland Patent Central School System
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 01/25/13

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 Assistant Educational Technology Planning Specialist will serve as a liaison and "trouble-shooter" between school district users and the Mohawk Regional Information Center. The work is performed under the 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. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Schedules visits to member school districts to determine additional or customized services to meet new or changed needs;
Compiles narrative information for utilization in 793 Plan;
Assists a school district with the coordination and planning of new services;
Prepares network schematics and network proposals for a school's or 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 assists with planning research investigation and analysis of administrative factors related to existing and future services;
Serves on the Communications or District Technology Team and reports to the Director or Superintendent of Schools;
Provides project management to unique and specific district-based or RIC-based research and development projects;
May review, with the Director or Superintendent of Schools, the results of all school district visits.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of planning using New York State 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 and effective verbal and written communication skills; ability to conduct research using a variety of techniques, and apply the results to school district planning; 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 New York State registered college or 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 as 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 defined in (A) above.

Adopted: 08/13/96
Revised: 04/13/06, 01/25/13