

MANAGER OF INSTRUCTIONAL TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, an incumbent of this position is responsible for the coordination and integration of technology into classroom instruction. The incumbent manages and coordinates the implementation of instructional technology programs utilized in the school district, researches and evaluates technology products and tools and acts as liaison between the department and the user departments and vendors. Responsibility includes the professional development of the teaching staff in the utilization of software program and/or software application to enhance classroom instruction. Supervision and/or oversight of school personnel may be a responsibility of this class. Does related duties as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages and coordinates the implementation of Instructional Technology programs into the classrooms;

Oversees the technology staff development in-service program; evaluates programs, tracks expenditures, maintains database of participation and submits report to administration and Board of Education.

Provides professional development to teaching staff in the use of technology applications to enhance and support learning;

Assists teachers in integrating technology into classroom instruction through technology-based learning projects and activities;

Researches and evaluates technology tools (hardware and software) and makes recommendations for use;

Reviews requests with teachers to assess value for grade levels and disciplines;

Works with members of Technology Department to plan future acquisitions and implementation, plan programs involving technology and the roll-out of new technology initiatives, i.e. new student information systems;

Collaborates with the District Administrative Team on special projects e.g. integration of technology into curriculum, adoption of new initiatives, anticipated district goals and solutions for specific district goals, application for educational technology grants, etc;

Acts as liaison between department, teaching staff, BOCES personnel and vendors;

Assists in the creation and maintenance of the web page and the implementation of Podcasts, Blogging, etc.;

Researches funding opportunities through educational grants and contests to further the use of instructional technology in the curriculum beyond the confines of the budget;

EXAMPLES OF WORK: (Illustrative Only (Continued))

Provides professional development and training to the support and clerical staff in the use of software applications, as needed;

Attends conferences and regional meetings to keep abreast of new hardware and software products;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of computers and their application to the educational environment; knowledge of the latest instructional programs and philosophies; ability to simplify technical terminology for training purposes; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively both verbally and in writing; ability to establish effective working relationships with administrators, faculty and staff; ability to plan, organize and prioritize work assignments; strong presentation skills; initiative; tact; patience; flexibility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and eight (8) years of work experience in which the primary function was demonstrating or training others in the use of computer applications in an educational technology** environment, which must have included two (2) years of supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to five years of the work experience described above. There is no substitution for the two (2) years of supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

**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.