

SPECIALIST, WAN APPLICATIONS - EDUCATIONAL TECHNOLOGY
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Provides expertise and training in the use of various Wide Area Network (WAN) communications applications; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a Department Manager, this position acts as an expert in the WAN communications applications that the BOCES Southern Westchester Lower Hudson Regional Information Center (RIC) provides to school district users in Westchester, Putnam and Rockland counties for use in the educational technology environment. Position acts as a liaison between Rockland County BOCES, its participating school districts and the RIC to ensure effective use of applications provided via the WAN. Supervision may be a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

User Liaison and Assistance

Acts as point of contact between school district personnel, Rockland BOCES and the RIC for assigned applications;

Provides informational materials to users;

Researches any questions/problems and new applications which may be appropriate;

Assists in the preparation of user documentation.

Training and Consultation

Develops and coordinates training for districts in all assigned applications;

Provides training for other RIC and Rockland BOCES staff on the integration of the WAN applications into the school curriculum;

Attends Advisory Board meetings (Board is composed of representative from RIC, representative from Rockland BOCES and representatives from other school districts who are part of the WAN) and user group meetings to provide information on assigned applications.

Relationship and Operations

Prepares necessary correspondence to school district personnel;

Assists technical staff in applications development and testing.

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Work Flow

Works with school district, Rockland BOCES, and RIC personnel to prepare time- lines, project planning and implementation schedules;

Informs appropriate personnel of deviations from approved schedule.

Other Duties

Performs other duties as assigned by Manager.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of WAN communications technologies and their application in an educational technology environment; thorough knowledge of micro computers; thorough knowledge of project management; ability to establish effective working relationships with school district personnel, Rockland BOCES and RIC staff; ability to communicate effectively both orally and in writing; ability to plan and organize; ability to manage multiple assignments and priorities; initiative; tact; resourcefulness; sound judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: a) graduation from a recognized college or university with a Bachelor's degree and three (3) years of experience in either designing, developing, implementing and/or providing training in WAN applications; or (b) Master's Degree in Educational Technology or Management Information Systems (MIS) and (2) years of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL NOTE: WAN applications are defined as those which are not local to one building. Instead it involves sharing applications across communication lines, i.e., phone lines or fiber optic cable. Examples of such applications are "white boarding" where two users can edit the same document at the same time; video conferences via personal computers.

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.