

TRAINING/PLANNING COORDINATOR
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Integrates educational technology into the teaching/learning environment of user school districts; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Manager - Educational Technology, this position is responsible for integrating educational technology into the school districts and for developing the training programs required to result in the effective use of this technology. To this end, this position researches, evaluates and recommends implementation strategies, software applications and technology directions. Position also assists in solving staff development and/or curriculum integration problems in districts. In addition, position assists districts in developing long range technology plans, and coordinates special programs in districts such as use of multimedia research, publishing centers and Internet projects. Position produces proposals, cost estimates, status and evaluative reports for all educational technology projects. Position may supervise subordinate positions. This position differs from Project Manager because while that position oversees the delivery of the hardware side of a project in a school district, the Training/Planning Coordinator position provides the appropriate training for the software which runs on the hardware. Together, these two positions provide a continuum of BOCES services in the school districts.

EXAMPLES OF WORK: (Illustrative Only)

Integrates educational technology into the teaching/learning environment by developing implementation strategies, e.g., will design a lesson plan using educational technology;

Designs and conducts training programs in educational technology, and develops the user documentation and training manuals for school district personnel;

Resolves implementation problems by identifying obstacles to the implementation of educational technology and takes corrective action, e.g., will conduct on-site training sessions if district cannot release personnel for training;

Resolves curriculum integration problems in school districts. For example, may observe how a class is currently taught, and then suggest how educational technology can be used to reinforce the curriculum;

Meets with school district personnel to provide curriculum integration and planning expertise;

Meets with school district planning committees to discuss strategies and tactical concerns;

Attends meetings with RIC management personnel to provide curriculum integration/software applications background and expertise when needed;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Prepares written proposals for new educational technology projects, cost estimates, status reports for projects in progress, and evaluative reports for districts using the RIC on a consulting basis;

Researches new software applications and assists in the testing of these applications in the existing environment in order to make recommendations to the staff of the RIC and the districts;

Assists in providing information to the management of the RIC to facilitate decisions on technology and applications directions;

Keeps apprised of current developments and trends in the field of educational technology.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the latest in educational technology and how it can be applied to K-12 curriculum; knowledge of educational trends and philosophies; familiarity with local and wide area networking, mini and mainframe technology; ability to establish effective working relationships with school district personnel 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 demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) graduation from a recognized college or university with a Bachelor's Degree and three (3) years experience in the integration of educational technology into existing school curriculum K-12; or (b) Master's Degree and two (2) years of the experience as outlined in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL NOTE: Educational technology is defined as the use of a variety of technological tools, e.g., personal computers and related equipment (printers, laser discs, CD ROM); cable television in the classroom; and simple technology like calculators, in order to improve/enhance classroom instruction and management. The emphasis is on the training of staff (mainly teachers) in the use of educational technology.

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.