Civil Division: Madison-Oneida BOCES
Jurisdictional Class: Competitive
EEO Category: Administrators
Revised: 08/02/11

SENIOR INSTRUCTIONAL COMPUTING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class manages all the activities of all instructional technology services, including: Model Schools Program, Common Learning Objectives, Guidance Information, Library Automation, Video Enhanced Instruction, Web Design, and Administrative Training. The Senior Specialist for Instructional Computing reports directly to the Assistant Director of the Regional Information Center if the incumbent serves as a Team Leader; otherwise, the incumbent reports to the Instructional Team Leader. Responsible for the supervision of the work of Instructional Computing Specialist. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Works closely with districts to assist in their instructional technology planning and
        implementation of purchased hardware and software;
Coordinates training for teachers/site administrators pertinent to the identified
        regional needs for program technology integration;
Oversees the Models Schools/common Learning Objectives participants'
        adherence to the Project goals and Cooperative Services (COSER)
        requirements;
Facilitates curriculum planning that aligns with Video Enhanced Instructional
        opportunities;
Facilitates the exploration of emerging technology and coordinates the evaluation
        of instructional/technical feasibility;
Keeps current in State initiatives and incorporates them in the planning and
        training for technology integration;
Assists with new service development per school districts requests and
        coordinates this effort with the Educational Technology Planning
        Specialist.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of software use for various applications; thorough knowledge of micro-computer capabilities for various software; good knowledge of network design; good knowledge of administrative planning; ability to provide and explain software applications; ability to communicate orally and in writing; ability to make presentations to a small and/or large group; ability to use modeling and forecasting techniques; ability to develop working relationships and deal with the public, subordinates, and other work contacts; good judgment and accuracy.

MINIMUM QUALIFICATIONS: Either:

A.   Master's Degree in Education with 30 graduate hours in the field of school administration and supervision **AND** three (3) years of experience in an educational or business setting involving planning, utilizing computer technology, network design, modeling and forecasting techniques; **OR**

B.   Master's Degree in Education, Business Administration, Public Administration, Information Resource Management, Computer Science, or a closely related field **AND** four (4) years of experience in an educational or business setting involving planning, utilizing computer technology, network design, modeling and forecasting techniques; **OR**

C.   Bachelor's Degree in Education, Business Administration, Public Administration, Information Resource Management, Computer Science, or a closely related field **AND** five (5) years of experience in an educational or business setting involving planning, utilizing computer technology, network design, modeling and forecasting techniques.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

NOTE: Incumbents may be required to travel to various school districts.

Adopted: 10/11/04
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