

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 02/13/2018

## **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 instructional, technical, and administrative 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)

Assists a school district with the coordination and planning of new services;  
Prepares all proposals, including instructional, technical, and administrative, for a school's or school district's technology team;  
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;  
Provides project management to unique and specific district-based or RIC-based research and development projects;  
Obtains quotes based on NYS Contracts, Bids, or any other avenue according to NYS Purchasing Regulations;  
Provides assistance with new service development.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the principles and practices of planning using New York State Education Department acceptable technology planning practices and application; 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 and utilizing computer technology; **OR**

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**MINIMUM QUALIFICATIONS cont'd:**

- (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: 08/13/1996

Revised: 04/13/2006; 01/25/2013; 02/13/2018