

DIRECTOR OF EDUCATIONAL TECHNOLOGY AND INFORMATION SYSTEMS  
(Salamanca City Central School District)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position with oversight of all administrative aspects of technology programs and services in the district, including infrastructure implementation and maintenance, support of educators and paraprofessional staff in the use of hardware, equipment and management. The work includes the study of various problems, kinds of information sources, flow of information, adaptation of information for computer use and the information output. The incumbent in this title directly supervises Microcomputer Technology Support Specialists, Information Technology Specialists, Electronic Equipment Technicians and other employees as necessary. The work is performed under the general direction of the Superintendent with considerable leeway allowed for the planning and implementing of work methods and procedures with commensurate responsibility for technical results. A Director of Educational Technology and Information Systems does related duties as required.

TYPICAL WORK ACTIVITIES:

- Oversees and establishes procedures for all network, computer and related technology;
- Supervises, trains, and provides assistance to information technology staff;
- Establishes, coordinates, and maintains schedules and priorities for the utilization of services, programming, and training;
- Provides short and long range technical planning for networking systems;
- Establish and implement cybersecurity protocols district – wide;
- Plan, develop, implement, direct and monitor securities, data protection and disaster recovery planning for all information systems and databases in the district;
- Works with administrators and faculty to develop and implement professional development opportunities to link technology with classroom instruction;
- Ability to research, prepare and recommend the development of technology into all aspects of the Teaching and learning process;
- Coordinates related Request for Proposal (RFP) processes, guides District leaders in selecting technology, and assists in the negotiation of related vendor contracts;
- Processes grant proposals for the district in the area of technology, e.g. e-rate, distance learning, etc.
- Serves as a District representative on technology committees at CA BOCES, County or district levels;
- Develop the annual technology budget;
- Leads and coordinates the Technology Committee;

FULL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of computer programming and the capabilities and use of data processing equipment; thorough knowledge of the overall operation of information technology systems; thorough knowledge of network systems including those used for telecommunications; strong ability to analyze and redesign workflows to support the implementation and meaningful use of student information and other confidential data managed in software or technology systems; ability to learn new technology; ability to establish and maintain effective working relationships with administrators and teachers of the district; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to information technology services; ability to design, install, update and maintain LAN and WAN networks including those used for telecommunications; ability to plan and supervise the work of others; analytical reasoning ability; resourcefulness, dependability, good judgement; and physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Computer Science, Data Processing or closely related field AND three years full-time paid (or the equivalent part-time) experience in technology application activities, grant writing, and staff instruction and development; OR
- (b) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree in Computer Science, Data Processing or closely related field AND five years full-time paid (or the equivalent part-time) experience in technology application activities, grant writing, and staff instruction and development; OR
- (c) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Computer Science, Data Processing or closely related field AND seven years full-time paid (or the equivalent part-time) experience in technology application activities, grant writing, and staff instruction and development; OR
- (d) Possession of a high school diploma or equivalency diploma and nine years of full-time paid (or the equivalent part-time) experience in technology application activities, grant writing, and staff instruction and development; OR
- (e) Any equivalent experience combination of training and experience as defined by the limits of (a), (b), (c) and (d) above.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 04/10/2019