

INSTRUCTIONAL TECHNOLOGY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position responsible for the planning and administration of complex technical projects. The incumbent is responsible for supervising the maintenance and repair of electronic equipment, and the installation and operation of instructional media, audio-visual and telecommunications equipment. Work is performed under general supervision of the Assistant Superintendent for Instructional Services with wide leeway given for setting policies and establishing priorities. Supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Oversees the installation, operation, maintenance, diagnosis and repair of the electronics of instructional media, audio-visual, and computer terminal periphery equipment;
2. Plans, coordinates and designs network installation including preparation of bid specifications and bid development;
3. Oversees and coordinates both hardware and software for personal computer and workstation installations/relocations;
4. Reallocates operating staff and equipment resources to meet network requirements;
5. Coordinates site preparation, planning and modifications regarding changes to the data communication network equipment;
6. Contacts vendors concerning the installation, maintenance and relocation of equipment;
7. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the installation, repair and service of closed circuit transmission equipment; good knowledge of electronic theory; good knowledge of construction, use, maintenance and repair of instructional media and audio-visual equipment, computer terminals and telecommunication s equipment; working knowledge of the design and installation of switching systems; ability to learn computer programming; ability to supervise and train others in the operation and maintenance of instructional media, audio-visual and telecommunications equipment; ability to understand and carry out complex oral and written instructions; ability to communicate effectively, both orally and in writing; good hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or technical school with an Associate's degree in computer science or a closely related field, AND three (3) years of technical experience overseeing the installation, maintenance and/or diagnosis of a data communications network or electronic equipment;
- OR: (B) Five years of experience overseeing the installation, maintenance and/or diagnosis of a data communications network or electronic equipment;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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ADOPTED: 07/25/95

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