TECHNOLOGY PROGRAM LEADER

DISTINGUISHING FEATURES OF THE CLASS: This work has responsibility for infusing and supporting technology in all areas of assigned school districts. The incumbent is an active participant in the district's leadership teams and will focus on how technology can support the district's overall strategic and operational goals. Work is performed under the general supervision of the South Central Region Information Center (SCRIC) Assistant Director or designee with leeway allowed for the use of independent judgment in carrying out the duties and responsibilities of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Actively participates in school districts leadership teams to create a vision for how technology will support their strategic priorities and achieve operational efficiencies;

Establishes in-district cross-functional advisory teams to inform and support the meaningful use of technology in all facets of the district;

Leads infusion of innovative technologies into all aspects of assigned districts;

Identifies areas where technology can enhance the effectiveness of current practices and operations;

Researches and consults with school districts to develop IT solutions that help streamline operations and solve problems;

Develops and manages annual and long-range technology budgets;

Coordinates data security and privacy initiatives, processes, policies, and procedures;

Regularly prepares and presents information in a variety of forms;

Consults and advises on the development and revision of technology related policies;

Builds awareness of available SCRIC and BOCES services and their role in the support of technology in schools;

Evaluates in-district SCRIC staff as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the organization and functioning of school systems and their needs related to the implementation and use of information technology and information systems;

Thorough knowledge of budget, development and fiscal management, adhering to government requirements for purchasing and asset management;

Thorough knowledge of the overall operation of hardware, software, and other technology systems also including items related to areas such as financial management, student management, human resources, transportation, athletics, office automation, facilities management, cafeteria management, and/or business management

Ability to prepare and maintain a variety of reports;

Ability to organize and evaluate data;

Ability to clearly and effectively interpret and communicate complex issues in a manner that makes it easy for others to understand;

Ability to establish and maintain effective working relationships with supervisors, peers, staff and school district employees;

Ability to demonstrate a strong work ethic and commitment to the organization;

Ability to manage multiple priorities in a fast-paced environment;

Ability to think strategically;

Ability to handle difficult and stressful situation;

Strong organizational skills;

Positive attitude;

Professional demeanor;

Tact.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of experience in information systems, business administration, information technology, customer service, or related areas that included the supervision and/or management of technology systems or software; OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and four (4) years of experience in information systems, business administration, information technology, customer service, or related areas that included the supervision and/or management of technology systems or software; OR

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C) Graduation from high school or possession of an equivalency diploma and six (6) years of experience in information systems, business administration, information technology, customer service, or related areas which must have included or been supplemented by two (2) years or more of the coordination and implementation of information system projects; OR

D) An equivalent combination of training and experience as indicated between the limits of A), B), and C) above.

<u>**SUBSTITUTIONS**</u>:

1) One year of experience stated above may be substituted for a current Broome-Tioga BOCES employee with successful completion of thirty (30) hours of recent (within the last twelve months) approved subject matter related SCRIC Academy coursework.

2) An additional year of experience stated above may be substituted for ongoing development opportunities to assist with applying the SCRIC Academy coursework.

<u>**SPECIAL REQUIREMENT**</u>: Depending on the job location and/or department, possession of a valid driver's license to operate a motor vehicle in the State of New York may be required at time of appointment.

<u>**SPECIAL REQUIREMENT**</u>: Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment for the State of Education Department is required.

<u>**Special Note**</u>: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five (5) years.