

DISTRICT COMMUNICATIONS & TECHNOLOGY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position that supports a districts communications and technology initiatives. This class is responsible for software management, technology integration, and district communications. The work is performed under general supervision, with leeway allowed for the exercise of independent judgement in carrying out the technical details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains a districts software inventory to ensure compliance with NYS Education Law 2-d;
- Adapts and integrates new software to a district's current technology;
- Assists in long range planning for current and new instructional and/or administrative software needs;
- Plans and implements training for new software and provides support for integration of software;
- Researches new software, applications and other technology to ensure compliance with NYS Education Law 2-d;
- Assists teaching and administrative staff with technology integration in classrooms;
- Supports the implementation of annual trainings for staff such as data security training, safety and security training, and other trainings as directed by leadership;
- Maintains the district website and compatible platforms to ensure proper updates, appropriate documentation, updates news, etc. are available for view;
- Supports and educates staff regarding the use of emergency broadcast system and other classroom communications tools;
- May create other communication tools for district staff, such as a district newsletter;
- Attends technology and district meetings as assigned;
- Supports the physical security of hardware and software, badge/swipe card management, security camera, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of computer hardware and software applications; ability to monitor and control large technology projects; good knowledge of systems analysis applicable to software development; ability to adapt software to existing applications; good knowledge of the principals and practices of public relations; good knowledge of the organizational structure of an organization; good knowledge of publicity and promotion; ability to establish and maintain effective working relationships; ability to understand, interpret, and prepare written materials; ability to communicate clearly and effectively, both orally and in writing; good judgement; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Education, Communications, Information Technology or a closely related field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Education, Communications, Information Technology or a closely related field and two (2) years paid experience working in an educational setting or with educational technology.

Established 5/15/2025

Competitive Class