

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: INSTRUCTIONAL TECHNOLOGY SPECIALIST

TITLE #: 1343

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting teachers with the integration of technology into classroom instruction. The incumbent performs installation of computer hardware and software, preventive maintenance and minor troubleshooting. Work is performed under the general supervision of the Assistant Superintendent or designated supervisor and does not involve instruction of students. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists teachers in integrating technology into classroom instruction through technology-based learning projects and activities including software and on-line resources:

Instructs teachers in the use of hardware such as personal computers, printers, scanners, projectors, digital cameras, media devices;

Orients and trains teachers and support staff in the use of instructional software and on-line instructional resources;

Installs hardware, software and peripheral equipment;

Performs preventive maintenance to computers and related peripheral equipment;

Performs troubleshooting and repair to computer hardware, software and related equipment;

Orders supplies, inventory hardware and software;

May contact technical support or vendors regarding hardware and software problems;

May input and maintain information on district website.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of computer functions and hardware and software installation; good knowledge of word processing software and the Internet; good knowledge of local area networks; working knowledge of instructional software; ability to troubleshoot minor hardware problems; ability to perform preventive maintenance on computer equipment; ability to communicate technical advice to users; good interpersonal and organizational skills; sound judgement; initiative; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) credits at a regionally accredited college or university of one accredited by the New York State Board of Regents to grant degrees and one (1) year of experience involving the installation and maintenance of computer hardware and/or software which shall have included instructing and/or providing technical advice to users; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of A and B.

NOTE: Possession of A+ Certification may be substituted for one (1) year of required experience.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 5/29/07 at