

HOW TO APPLY

Interested candidates are encouraged to submit an application with the following documents:

- Cover letter
- Resume
- Copies of NYS certification (if applicable)
- Official academic transcripts
- Minimum of 3 letters of reference
- Completed essay questions

Completed applications, accepted until 4:00 p.m. on Friday, May 19, 2017, should be sent to:

Michele C. Bowman
Assistant Superintendent for Personnel & Professional Development
East Greenbush Central School District
29 Englewood Ave.
East Greenbush, NY 12061
Phone: 518-207-2526
Fax: 518-477-4833

ABOUT THE DISTRICT

East Greenbush Central School District is a high-achieving public school district in the Capital Region, located five miles from Albany, N.Y. The District serves approximately 4,000 students in seven schools – one high school, one middle school and five neighborhood elementary schools.

The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

ANNOUNCEMENT OF VACANCY

DIRECTOR OF TECHNOLOGY

East Greenbush Central School District is seeking applicants for its Director of Technology position. The successful candidate will be responsible for overseeing and administering the data needs of the district's administrators and teachers in compliance with New York State data and accountability.



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www.egcsd.org/employment

QUALIFICATIONS

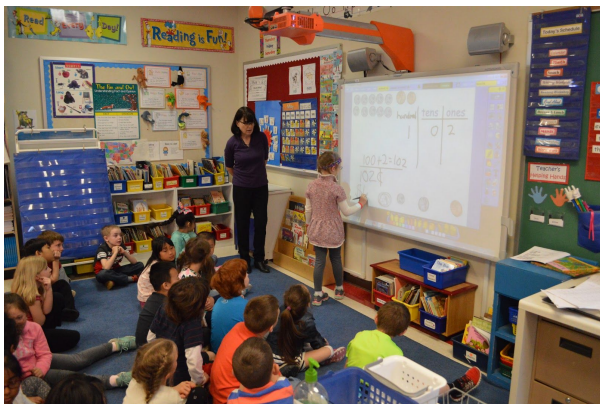
1. Minimum of five (5) years successful teaching, administrative experience and/or supervisory experience.
2. Valid New York State Certification: SAS/SBL or SDA/SDL or Civil Service Classification
3. Background in statistics, data analysis & educational psychometrics preferred.
4. Familiarity with computer database formats, must be familiar with programs that consolidate data from disparate database systems.
5. Familiarity with standard academic statistical techniques in order to help staff generate meaningful information from data collected for the NYS Repository System (nySTART)
6. Must communicate successfully with other professionals in the field, in order to determine information technology needs of the District.

Start Date: July 1, 2017

Work Year: Anticipated 12 month position

Reports to: Assistant Superintendent for Curriculum and Instruction

Salary: Salary is commensurate with experience. A competitive benefits package is included with the offer of employment.



RESPONSIBILITIES

1. Supervisor of Technology and Data Departments.
2. Review and recommend future capacity needs of technology infrastructure (i.e. bandwidth, etc.).
3. Prepare individual buildings and District for each internet based assessment. Assign technology staff to testing sites.
4. Monitor and recommend hardware and software needs.
5. Coordinates updates of all software applications.
6. Renew software licenses and prepare budget.
7. Renew and inventory all library media service databases and software, prepare budget.
8. Prepare and file e-rate application.
9. Annually inventory all hardware and software.
10. Chair the District Technology Committee.
11. Seek grants and free technology resources for the District.
12. Provide ongoing professional development to staff and administration (Promethean boards, scanner, software, iPad, Powerschool, etc.)
13. APPR uploads of data to the New York State Education Department.
14. Oversee all data warehouse uploads.
15. Assist with student technology needs.
16. Recommend and implement innovative student applications of technology in the classroom.
17. Monitor and maintain all District computer laboratories.
18. Secure all servers.
19. Monitor equipment repair and replacement.
20. Dispose of obsolete hardware and software following appropriate accounting practices.
21. Prepare and facilitate a new Technology Plan with Technology Committee which will include an action plan for new technology.
22. All other duties as determined by the Superintendent of Schools; e.g., incidental teaching, special projects, chairing and ad hoc committees.