

"MODEL SCHOOLS" PROGRAM ASSISTANT

414-E

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing assistance to the Sullivan County "Model Schools" Regional Coordinator including the promotion of the "Model Schools" Process for instructional technology integration K-12 and customization of professional development programs for educators through computer technology. The duties of the position are diversified and will include public relations activities, assistance in planning goals and objectives, dissemination of information, and evaluating and monitoring program objectives. Work is performed under general supervision with leeway for independently performing most duties of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Conducts surveys or inquiries regarding various aspects of "Model Schools";

Provides staff development activities to "Model Schools" teachers, including but not limited to, the use of Windows 95/ 98/ NT, and Mac operating systems;

Disseminates information, makes presentations, and conducts a variety of public relation activities on the integration of the "Model Schools" process in participating districts;

Assists in software implementation review and peer demonstration for teachers;

Prepares various reports on "Model Schools";

Reviews educational software to determine level of difficulty for training utilization;

Assists participating districts in promoting their "Model Schools" efforts;

Assists in writing and editing Newsletters and Web pages;

Maintains accurate and complete training records;

Monitors the progress, format and requirements of district Technology Plans as required by the State

Education Department;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of publicity and public relations principles, methods, and tools, including, but not limited to, Newsletters and Press Releases; good knowledge of Web Page development; good knowledge of Windows 95/98/NT and Mac operating systems; Working knowledge of current educational software; skilled in the performance of public information activities; ability to express oneself clearly both orally and in writing; ability to utilize computers and peripheral equipment; ability to establish and maintain amicable relationships with media sources, teaching staff, and others; ability to prepare layouts of brochures and public relations materials; ability to take initiative; resourcefulness; tact; courtesy; and good judgment.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Communications, Public Relations, Business Administration, or a closely related field, with 24 semester credit hours in computer sciences, or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Communications, Public Relations, Business Administration, or a closely related field, and two (2) years of work experience in the area of computer training and/or

public relations with the use of computer software, or

- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Revised and Replaced in Classplan: 2/21/2023
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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A