



## **Assistant Director of Educational Information Services**

### **REPORTING STRUCTURE**

Under the administrative supervision of the Director of the Central New York Regional Information Center, the incumbent is responsible for administrative support to Regional Information Center Staff, component BOCES and school districts in the provision and promotion of educational and administrative technology systems and services. This position will also focus on strengthening district relationships and assisting districts in meeting their technology and instructional requirements through service development. This position is administrative in nature and includes developing policy, promotion of new initiatives, budget development, support of regional standards/directives and adherence to local, state and federal guidelines. The Assistant Director may exercise direct supervision of project managers and/or department managers as required. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Assist with strategic planning, evaluate organizational needs, analyze workflow and develop long-term goals to support K-12 educational environments;  
Links mission, vision, values, goals, and strategies to everyday work;  
Work collaboratively with districts and BOCES to define and prioritize CNYRIC initiatives that benefit students;  
Coordinate internal and external customer service activities ensuring districts and BOCES are treated by all CNYRIC staff with the utmost priority;  
Ensures ongoing program evaluation related to regional 793 Plan;  
Develop, maintain, review, expand and promote departments, services, and offerings;  
Plan and establish consistent Service Level Agreements (SLA) that provide a clear understanding of service expectations;  
Represents the CNYRIC in local and statewide administrative and/or technical groups;  
Assists in the development and implementation of policies, procedures, and processes in accordance with applicable laws, rules, and regulations;  
Assists in the administration of personnel policies, hiring procedures, staff development, and staff evaluation;  
Assist in the vendor contract and procurement process;  
Serves as a resource for both staff and clients in the escalation of problems;  
Assists in the development and administration of an annual budget for the division in conjunction with the RIC Director and Program managers to ensure student and district needs are being met;  
Provides leadership and oversees the data integration group: food service, financial and educational data services; and  
Other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of the organization and operation of K-12 school systems in the areas of both instructional and administrative needs for data access, retention, and support.  
Thorough knowledge of information technology applications, techniques, and standards as related to pupil and administrative records, evaluation and assessment.



Through knowledge of Part 121 of the Regulations of the Commissioner of Education Education Law. Strengthening Data Privacy and Security in NY State Educational Agencies to Protect Personally Identifiable Information.

Through knowledge of state reporting requirements and state data warehouses.

Good knowledge of computing technologies, hardware, capabilities and industry standards.

Good knowledge of the principles and practices of project management and data analysis.

Ability to apply administrative and supervisory techniques conducive to optimal staff performance and high morale.

Ability to establish and maintain effective working relationships with school district and BOCES representatives.

Ability to develop, evaluate and adjust technology services to meet client needs.

**Qualifications:**

New York State administrative certification required or the ability to be qualified via Onondaga Civil Service rules. [https://employment.ongov.net/default/show\\_jobdesc/23135](https://employment.ongov.net/default/show_jobdesc/23135)

**Salary:** \$110,000-\$120,000

**Starting Date:** On or about October 28, 2024

**Closing Date:** Two (2) weeks from date Notice posted

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