Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 10/06/2026

INSTRUCTIONAL COMPUTING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class has the responsibility of advising agency and school staff on instructional technology services, providing training and professional development in the use of educational technology, and supporting the integration of technology into teacher and learning. The work is performed under the general supervision of a department head or supervisor with leeway allowed to exercise independent judgment in carrying out the details of the work. Supervision of the work of others may be a responsibility of employees in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Advises staff and schools regarding available instructional technology services and how they may be used to support teaching and learning;

Coordinates with instructional and technology staff to address issues associated with educational technology applications, services, training, and implementation;

Provides liaison to schools, state agencies, and technology staff to support the implementation of instructional technology applications, services, and professional development;

Receives requests for training and professional development programs, evaluates needs, and assists in developing appropriate learning opportunities;

Consults with supervisors regarding program needs, workload, scheduling, and implementation of instructional technology services;

Develops instructional materials, resources, and service descriptions related to educational technology;

Provides continuing support for staff or schools who are using offered instructional services;

Facilitates and/or provides training activities for instructional programs;

Conducts agency meetings, workshops, demonstrations, and other learning activities to encourage effective use of instructional technology services and gather recommendations for improvement;

Attends statewide meetings to maintain knowledge of current state-of-the-art offerings;

Serves as liaison between schools, state, and the technology division in resolutions of problems dealing with instructional service.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of instructional technology and software applications; good knowledge of the use of technology to support teaching and learning; good knowledge of professional development and instructional practices; ability to provide and explain technology applications and instructional uses; ability to communicate orally and in writing; ability to develop and deliver presentations and training to small and large groups; ability to develop effective working relationships with educators, administrators, technical staff, and other work contacts; good judgment and organizational ability.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of Bachelor's degree or higher in Education, Instructional Technology, Instructional Design, Computer Science, Information Technology or a closely related field; **OR**

(B) Possession of a Bachelor's degree or higher in any field **AND** one (1) year of professional experience in education, professional development, training, instructional technology, instructional design, or implementation and support of technology used for teaching and learning; **OR**

(C) Possession of an Associate's degree **AND** three (3) years of professional experience in education, professional development, training, instructional technology, instructional design, or implementation and support of technology used for teaching and learning; **OR**

(D) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of professional experience in education, professional development, training, instructional technology, instructional design, or implementation and support of technology used for teaching and learning.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

NOTES:

1. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 08/15/1989
Revised: 11/15/1995, 09/16/1997, 11/29/1999, 01/09/2024, 10/06/2026