



BOCES Southern Westchester
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TEL: (914) 937-3820 • FAX: (914) 937-7644 • WEB: www.swboces.org

lylc
6/9/16

CAREER OPPORTUNITY

PLEASE POST

Posting# 060716-11

VACANCY: CUSTOMER SERVICE COORDINATOR – ED TECH

LOCATION: 450 Mamaroneck Ave. Harrison, NY

EFFECTIVE: ASAP - Full Time (8 AM – 4 PM)

SALARY RANGE: \$90,000 to \$110,000

RESPONSIBILITY:

- Organizes, prepares and conducts and/or supervises programs in the areas of computer educational technologies;
- Provides consulting services to participating districts in areas of program direction, equipment purchasing and software support;
- Coordinates training needs for districts and assigns staff to conduct training sessions;
- Demonstrating new or upgraded applications and/or equipment to teachers and/or staff;
- Supervises lower level staff in maintaining state-of-the-art resource labs.

C.S. QUALIFICATIONS: Either (a) Associate's degree and five (5) years of experience where the primary function of the position was conducting training using educational technology*, or (b) Bachelor's degree and three (3) years of experience as outlined in (a); or (c) Master's degree and two (2) years of experience as outlined in (a).

*Educational technology is defined as a variety of technological tools (i.e. Smartboards, Internet, digitalized video, personal computers, etc) used in order to improve and enhance classroom instruction.

Please forward cover letter and resume to:
Department of Human Resources
BOCES Southern Westchester
17 Berkley Drive Rye Brook, NY 10573
jknight@swboces.org

CLOSING DATE FOR APPLICATIONS IS JUNE 23, 2016

The Southern Westchester Board of Cooperative Educational Services, its officers and employees shall not discriminate against any student, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, gender, age, handicapping condition, sexual orientation, or membership in the Boy Scouts or other designated youth groups. This policy of nondiscrimination includes: access by students to educational programs, counseling services for students, course offering and student activities, recruitment, appointment and promotion of employees and employment pay and benefits, and it is required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Boy Scouts Equal Access Act, as amended and the promulgated thereunder, not to discriminate in such a manner. AN EQUAL OPPORTUNITY EMPLOYER

PLEASE DO NOT REMOVE FROM BULLETIN BOARD