



Peekskill City School District

Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.

Office for
Administrative Services

Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499

Phone: (914)737-3300 ext. 1550/1551 Fax: (914) 788-7580

PLEASE POST IN APPROPRIATE AREAS

PERSONNEL BULLETIN #2425-167

ANTICIPATED VACANCIES

January 23, 2025

Repost

<u>POSITIONS:</u>	Instructional Systems Technology Coach (Tenure Track Position)
<u>LOCATION:</u>	Technology Building
<u>CERTIFICATION:</u>	Valid New York State Teaching License with one or more of the following required certifications: Mathematics, Technology Education or Computer Science.
<u>QUALIFICATIONS:</u>	See attached
<u>RESPONSIBLE TO:</u>	Director of Technology
<u>START DATE:</u>	February 3, 2025
<u>CLOSING DATE:</u>	Open until filled.
<u>SALARY:</u>	\$57,288 - \$142,343 -Terms of employment are in accordance with the Peekskill Faculty Association (PFA) Contract

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume on-line to: <https://www.olasjobs.org/PeekskillCitySD>

If you are a Peekskill resident and/or a Peekskill Alumni and are interested in applying, please submit a letter of interest and resume to Mr. Lewis, Assistant Superintendent for Administrative Services at hr@peekskillschools.org

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

The Peekskill City School District is an Equal Opportunity Employer and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status in hiring, educational programs and activities it operates.
Candidates must submit to fingerprints clearance.

PEEKSKILL CITY SCHOOL DISTRICT
Instructional Systems Technology Coach
JOB DESCRIPTION

PRIMARY FUNCTIONS:

This individual will be responsible for ensuring accurate data management and compliance, creation of data reports, New York State Education (NYSED) reporting requirements, supporting NYSED assessment processes, assisting in the management of 1-to-1 technology devices, and providing student, faculty, staff, and administrator training and support of district technology resources, focusing on the student information system.

RESPONSIBLE TO:

Director of Technology

QUALIFICATIONS:

- Valid New York State Teaching License with one or more of the following required certifications: Mathematics, Technology Education or Computer Science.
- A minimum of five years of successful classroom teaching experience or instructional coaching
- Comprehensive knowledge of Student Information Systems preferably Infinite Campus

RESPONSIBILITIES:

- Maintain the integrity of the student information system, Infinite Campus; including demographic, enrollment, program service, and assessment records for all students enrolled in the Peekskill City School District and those in out-of-district placements.
- Verify the accuracy of Infinite Campus data against New York State (NYS) reporting rules.
- Assist in maintaining accurate information in Infinite Campus for Limited English Proficient (LEP) students.
- Prepare data extracts for special education snapshots and NYSED reports.
- Extract student enrollment, demographic, and assessment data from Infinite Campus monthly for upload to the local repository and reporting to NYSED.
- Conduct and document data verification and analysis procedures.
- Assist in analyzing federal and state accountability measures.
- Compile, tabulate, and report data to produce spreadsheets, graphs, reports, or other research projects for staff, administration, and board members.
- Keep ongoing records of all NYS assessments.
- Confirm the accuracy of student information for ordering state assessments and answer sheets.
- Assist in the acquisition, distribution, and collection of assessment materials.
- Send necessary materials to out-of-district schools for student placements and manage the return of assessment materials.
- Assist schools with computer-based and paper-based NYSED assessments.
- Work with technology staff to provide accounts for various programs.
- Assist with Chromebook inventory management including distribution, collection, and repair coordination.
- Provide training, email, and phone support to district and building employees, including administrators, teachers, and clerical staff, on the use of Infinite Campus.
- Coach school staff on developing student schedules, troubleshooting grading, and transcript calculations within Infinite Campus.
- Creating Infinite Campus training materials and documentation
- Contribute to the planning, development, communication, implementation, and evaluation of technology strategic plans at the district and school levels.
- Support compliance with Ed Law 2d regulations.
- Submission of state assessments to NYSED

SPECIAL QUALIFICATIONS:

- Good organizational, management, and interpersonal skills required to effectively facilitate peer coaching and staff development.
- Excellent written, verbal, and communication skills.
- Knowledge of instructional technologies, instructional delivery, curriculum development, data analysis, and assistive technologies.
- Fluency with a wide range of hardware and software including but not limited to computers/tablets (Windows/Mac/Android/Chrome), audiovisual equipment, Interactive displays, mobile devices, the Google Workspace Ecosystem, Infinite campus, Open Ed Resources, and Interoperability Standards.
- Experience and knowledge of the New York State Reporting requirements for school districts.
- Experience with Microsoft Office applications including Word, Excel, and PowerPoint; advanced knowledge of Microsoft Excel including pivot tables and data manipulation is preferred.
- Experience with data mining is desirable.
- Experience developing and delivering a variety of professional development activities