

JOB DESCRIPTION

TITLE TECHNOLOGY TRAINER

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree or equivalent from two-year college or technical school and two years related experience; or equivalent combination of education and experience.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees and the general public.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk and hear. The employee is required to stand and walk. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Technology

GENERAL RESPONSIBILITIES

1. Provides a consistent level of training to the user community by expeditiously identifying training needs, end user training and documentation.
2. Works closely with user community and technology staff to enhance the quality of technology support services and customer satisfaction.

SPECIFIC RESPONSIBILITIES

1. Evaluates training needs for all non-instructional activities for both mainframe and administrative microcomputer services.
2. Schedules, prepares, and conducts in-service workshops for all applications in the Technology division.
3. Develops, maintains, and publishes a quarterly technology training schedule of courses, course descriptions, and open labs.
4. Prepares in-service materials, manuals and media as needed for user training.
5. Trains users on the operation of computer equipment such as microcomputers, printers, scanners, modems, laser printers and terminals.
6. Provides training and assistance to school staff on technology activities.
7. Maintains a technology training lab for in-house training of school and district staff.
8. Maintains a working knowledge of all mainframe software applications, district E-mail, Internet, Intranet and networking.
9. Performs other duties as assigned.