

FLSA: EXEMPT**TECHNOLOGY TRAINER**

DEFINITION: To assist students, teachers, and staff in their use of instructional technology to increase productivity and efficiency and become sophisticated users to solve more complex problems. To assist new teachers in the use of technology for attendance, Infinite Campus, and assessment purposes.

REPORTS TO: Director of Professional Development/Federal Programs/Parent Involvement

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

TASKS:

Develop and provide in-service training on the effective use of instructional technology including software applications, operation of hardware, setup and maintenance of equipment and networks, and problem diagnosis and troubleshooting

Develop training materials, documentation, and reference tips for teachers, students, and administrators. Read and adapt technical manuals to meet the needs of the user.

Communicate with teachers, staff, parents, administrators, and other interested groups regarding district technology planning, resources, and usage.

Establish & maintain effective working relationships with students, staff, teachers & administrators.

Maintain awareness of current trends in educational technology through participation in activities such as conferences, in-service programs, professional organizations, researching the Internet and university course work.

Maintain knowledge of and compliance with appropriate laws, district policies, and procedures and verbal or written directives thereof

Serve on curriculum committees, participate in school meetings & attend activities pertinent to instructional technology.

Advise Director of Staff Development and Director of Information Technologies of potential problem areas and cooperate in the problem solving process.

Work closely with Teachers, Principals, Curriculum Department, Staff Development Department, and Technology Department staffs to better serve & support the schools.

Assist teachers with planning, developing, and refining classroom lessons to appropriately use technology.

Assist in the coordination of technology training at the District, school, department, grade, & classroom level.

Assist/help curriculum committees.

Performs related tasks as required and assigned

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Successful experience as a teacher/trainer mentor

Knowledge of network management

Working knowledge of computer basics, integrated applications, presentation software, peripherals, multimedia applications, electronic mail systems, student data management systems, telecommunications, Internet, teacher utilities, desktop publishing, operating systems, laser discs, video, and CD-ROM's

Excellent instructional and communication skills are needed in the position.

Key resource to assist teachers in the integration of technology into the classroom.

Enthusiasm, motivation, dedication, and knowledge to help all teachers become confident users of technology.

Works flexible hours, including evenings and weekends as required to provide training.

Attainment of distinguished/innovative teaching models that include multimedia

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

Bachelor's Degree – experience will substitute if highly qualified candidate

Three years demonstrated experience in technology training – highly preferred

Three years of successful teaching experience in diverse settings – highly preferred

Bilingual or knowledge of software in English and Spanish - preferred

Two years experience in training adult learners - preferred