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<b>Position:</b>	Classified Technology Trainer	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	High School Area	<b>Salary Grade:</b>	43
<b>Reports to/Evaluated by:</b>	Site Principal	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

To support the promotion of technology into the educational process and curriculum, directly benefiting students and educational staff at the school sites. Responsible for providing training to teachers on use of technology in classroom within the high school area.

**DISTINGUISHING CAREER FEATURES**

The technology trainer would be specially trained in the use of technology in the classroom and providing effective professional development. This position requires interaction and articulation with teachers in the high school area as well as a thorough understanding of all of the typical computer programs used by teachers. The position has knowledge of a varied set of currently used computer applications as well as being capable of learning new computer applications as they are introduced. This position has experience creating training materials to be used in face-to-face settings for small and large group instruction as well as creating training materials to be used by staff via the Internet. The position requires a detail oriented person who can work independently and with groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as a resource to the administrative team in formulating and planning educational technology training for teachers at the school site;
- Studies, accumulates and disseminates information on new developments in educational technology, including computing hardware, keeping informed on the latest research trends and developments;
- Attends meetings and serves on committees as appropriate to educational technology;
- Articulates with Site Principals, Area Assistant Superintendent and District Technology Department concerning all activities regarding educational technology;
- Coordinates with the Site Principal and/or Assistant Superintendent for all staff training in the area of integration of technology.
- Provides technology related professional development training for certificated staff. Trainings to include, but not limited to the following applications: Google Apps for Education, MS Office (Word, Excel, PowerPoint, and Access), Web Site/Page Development, Zangle, and related classroom technology tools.
- Develops curriculum and associated lesson plans for training certificated staff how to use current technology applications.

- Works collaboratively with the Curriculum Services and Innovation Division staff, site staff and Information Technology Services staff to investigate, design, disseminate and implement new technology applications which are designed to enhance student learning and achievement and integrate into the long term plans for technology use.
- Performs other duties as may be assigned by Site Principals and Area Assistant Superintendent.

## **QUALIFICATIONS**

**Knowledge and Skills:** Position requires basic knowledge of use of a variety of technology resources available to teachers in the classroom. Current productivity applications being used by staff, including but not limited to: Google Apps for Education, MS Word, MS PowerPoint, MS Excel, MS Access, Web Development tools, and Zangle. Current trends in professional development training options, including how to create and post web-based training activities.

**Abilities:** Requires the ability to train others in a variety of teaching and learning settings including: one-on-one, small group and large group. The ability to provide leadership, investigate, design, disseminate and implement new technology applications which are intended to enhance learning and/or increase operational efficiency. Ability to train others to use a variety of educational tools in the classroom. Must be able to communicate on both a formal and informal level with a wide range of contacts including District and Site administrators, teachers and students.

**Physical Abilities:** Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone. Work is normally performed in an office or classroom setting with minimal exposure to health or safety hazards.

**Education and Experience:** Requires a BA degree and 3 years of related experience. Experience in using a wide variety of computer applications including but not limited to: presentation programs, word processing, data base, spread sheets, Illuminate, Zangle and other educational tools. Also requires specific experience with public speaking and previous computer application teaching. Any combination of experience and training that would likely provide the required knowledge and abilities or equivalent may be accepted.

**Licenses and Certificates:** May require a valid California Driver's License.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist. Will also require traveling to school sites.