



## HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

### COMPUTER LEARNING SPECIALIST

**Job Purpose Statement:** The job of Computer Learning Specialist is done for the purpose of maintaining operation of educational technology on campus, providing recommendations regarding potential software application purchases; instructing on different software applications and computer technology; providing written support and/or conveying information regarding educational technology.

#### **Essential Job Functions:**

- Assesses malfunctions of hardware and/or software applications to determine appropriate actions to maintain computer lab operations and technology in the classroom
- Coordinates students, teachers and technical support personnel to maintain computer lab operations and technology in the classroom
- Installs computer hardware, software, and firmware applications for the purpose of providing instructional materials
- Instructs students and teachers for the purpose of complementing classroom instruction in the various software applications and the use of computer technology
- Investigates basic network connectivity problems to coordinate district support personnel
- Maintains computer hardware and software applications (including the cleaning of equipment and documentation of license agreements) to ensure availability of network links and instructional materials
- Maintains school site instructional server to provide instructional applications and support in the classroom
- Maintains inventory of all technology equipment on campus to ensure sufficient available equipment and to make recommendations on equipment upgrades or replacements
- Prepares documentation (e.g. instructions, memos, etc.) to provide written support and/or convey information
- Recommends computer hardware, software, and firmware application acquisitions (including lab design) to ensure availability of instructional materials
- Repairs routine malfunctions of hardware, software, and related peripheral equipment
- Researches software applications and hardware requirements for the purpose of previewing products to provide recommendations regarding potential applications and purchases

#### **Other Job Functions:**

Assists other personnel, as needed, to support them in the completion of their work activities

Directs assigned workers (students, computer assistants, parent volunteers, etc.) to provide assignments and effectively utilize the resource

Performs routine user account maintenance to assure availability of network resources

Provides feedback of student performance to teachers and students for the purpose of assessing the effectiveness of instruction

#### **Job Requirements - Qualifications:**

##### **Knowledge, Skills, and Abilities**

Knowledge is required to work with current Windows and Macintosh operating systems and mobile computing devices; to perform basic troubleshooting of hardware, software and networks; to perform basic math for practical applications; to read technical information, create and/or compose documents and/or participate in panel discussions; and to solve practical problems and deal with a variety of concrete variables.

Skills are required to perform multiple specialized technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills include administering personnel policies and practices; communicating with persons of varied cultural and educational backgrounds; operating equipment used in profession; operating standard office equipment; performing standard clerical procedures; planning and managing projects; preparing and maintaining accurate records; utilizing various software applications; and demonstrating keyboard/computer literacy.

Abilities are required to deal with a level of complexity of tasks that require significant flexibility with equipment operations and/or people; to coordinate others' schedules and/or activities; and to practice discretion and independent action and/or judgment when using equipment and/or working with people. Specific abilities include adhering to safety practices; being attentive to detail; meeting deadlines and schedules; working under time constraints; typing 40 wpm; and lifting a minimum of 50 lbs.

Responsibility includes leading, guiding and/or coordinating. The resources required (people, equipment, facilities, and/or funding) to perform job functions are of a significant scope and significant opportunity exists for significant impact (positive or negative) on the organization's mission. Work is not normally reviewed in detail.

**Working Environment:** The job functions are generally performed in an indoor environment, requiring the following significant physical demands: significant lifting, carrying, pushing, and/or pulling; climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

**Educational Requirements:** A high school diploma, or equivalent, is required; related class work is desirable.

**Experience Requirements:** One year of job-related experience, with increasing level of responsibility, or 12 units of related course work, is required.

**Licensing, Certification, Testing Requirements:** Fingerprint/criminal justice clearance; Tuberculosis clearance;