MODESTO CITY SCHOOLS

JOB DESCRIPTION

INSTRUCTIONAL TECHNOLOGY TRAINER

DEFINITION:

Under the direction of the Supervisor-Instructional Technology, develop, implement and evaluate instructional training for District personnel; provide instructional technology support for various school sites, groups and departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the development of computer application strategies to assist classroom teachers in the integration of technology into classroom instruction.
- Develop site-specific training lesson plans, web-design components and video production requests for District personnel.
- Provide instructional technology support for various school sites, groups and departments.
- Conduct District-wide instructional technology training sessions in support of teachers, support staff and administrators; assist teachers in increasing student use of technology; coordinate training locations, logistics and equipment.
- Assist in Instructional Technology training lesson design and topic selection; develop tutorial and digital resources.
- Create and distribute instructional training materials for online classes and in-service trainings; develop support resources to assist District employees.
- Develop training support videos, infomercials and other video projects as assigned; utilize graphic design software.
- Assist with the adoption of digital curriculums.
- Maintain and update web page content with relevant course descriptions and current instructional technology training courses.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities; answer and respond to telephone and email inquiries.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Recommend short-term and long-range goals and objectives for the District's Instructional Technology Program.
- Operate a variety of standard office equipment including a computer, tablet, mobile devices, wireless display devices, and assigned software; drive a vehicle to conduct work.
- Operate office equipment and other equipment such as cameras, video and audio equipment and projectors as assigned.
- Attend a variety of meetings, conferences and in-service trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
- Any combination equivalent to: bachelor's degree in business, computer science or education and one year experience as a trainer in the public or private organizations in computer technology and office applications.

Licenses and other Requirements
- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:
- Instructional Technology methods, practices and principles.
- Instructional methods and principles to effective integrate technology resources into classroom environments.
- Applicable laws, codes, regulations, policies and procedures relating to technology and education.
- Operation of a computer, related devices, network systems and assigned software.
- Multimedia equipment including video conferencing systems and equipment.
- Educational, presentation, scheduling and web design software applications.
- Learning management systems.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking and oral presentation techniques.

Ability to:
- Plan and develop Instructional Technology programs.
- Create online training resources and update multiple District technology webpages.
- Implement staff development programs.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Compose effective training lesson plans.
- Develop effective training schedules and topics.
- Research and develop tutorial resources.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

WORKING CONDITIONS:

Work Environment:
- Indoor/Office environment.
- Driving a vehicle to conduct work.

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.
- Hearing and speaking to exchange information and give presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 3/8/16

Unit Approved: 3/16/16

Board Approved: 3/21/16

FLSA Status: Exempt