

# MODESTO CITY SCHOOLS

Job Description

JC# 1471

## INSTRUCTIONAL TECHNOLOGY TRAINER

### OVERALL RESPONSIBILITY

Under general supervision develop, implement and evaluate instructional technology training for certificated, classified, and administrative employees of MCS.

### SPECIFIC RESPONSIBILITIES

1. Assist in the development of computer application strategies to assist classroom teachers in the integration of technology into classroom instruction. *E*
2. Assist in the planning and training of certificated, classified, and administrative district employees on district standard software applications. Trainings to include, but not limited to the following productivity software; word processing, multimedia presentations, spreadsheets, and email. *E*
3. Assist in developing digital resources and training district staff on using digital resources in classrooms, including recent developments and research. *E*
4. Design, develop, and implement district training, on the integration of technology into the instructional program. *E*
5. Assist in the development of district, site, and classroom applications and forms using district standard office applications. *E*
6. Participate as a member and attend meetings related to educational technology as appropriate. *E*
7. Recommend short-term and long-range goals and objectives for the district's Instructional Technology Program. *E*
8. Write and edit instructional technology curriculum materials, including but not limited to online, electronic documents, and video. *E*
9. Assist site administrators in the orientation and training of instructional staff, including at site locations. *E*
10. Compile reports as requested. *E*
11. Provide resources and materials necessary to meet district standards and state guidelines. *E*
12. Utilize technology to input, create, maintain, or update records, reports, or other related information.
13. Articulates with Site Principals, Education Services and Information & Technology Services Department concerning all activities regarding educational technology. *E*
14. Establish and maintain cooperative relationships with those contracted during the course of work.
15. Perform other related duties as assigned.

### SALARY

Classified Salary Schedule

## **INSTRUCTIONAL TECHNOLOGY TRAINER (continued)**

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge of and ability to operate varying multimedia equipment.
- Knowledge of and ability to implement staff development programs.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise curriculum and training lesson plans using correct grammar, syntax, punctuation and spelling.
- Knowledge of district standard platform, operating system, and application software.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use current word processing, database spreadsheet, and power-point programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.

#### Experience

##### Minimum Requirements:

- One year of successful experience as a trainer in the public or private organizations in computer technology and office applications.

##### Desirable Qualifications:

- Successful experience planning and implementing staff development.
- Direct experience with current Windows and Office environment.

#### Education/Credential

##### Minimum Requirements:

- Bachelor's Degree from an Accredited College or University with significant coursework in Business or Computer Applications.

##### Desired Requirement:

- Microsoft Office Certification.

#### Physical Requirements

- With or without the use of aids: Sufficient vision to read small print.
- Sufficient depth perception to work on computers and related equipment.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversation distance and on the telephone.
- Sufficient dexterity to manipulate small objects, print or write legibly, or use a computer.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.

#### License

- Valid California Driver's License.

**INSTRUCTIONAL TECHNOLOGY TRAINER (continued)**

**REPORTS TO:**

Supervisor, Instructional Technology or designee

Board Approved: 1/18/00

Cabinet Approved: 3/8/16

Unit Approved: 3/16/16

Board Approved: 3/21/16