

COMPUTER TRAINING SPECIALIST

BASIC FUNCTION:

Under supervision, is responsible for startup, implementation, and on-going support for district staff in the use of computer information systems. To develop training programs and associate learning material in the use of application software; organize and coordinate user training; to develop user documentation; to provide technical assistance to users and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Computer Training Specialist classification reports to the Director of Information Technology.

ESSENTIAL JOB FUNCTIONS:

1. Maintain knowledge of relevant district technology equipment and available district software.
2. Provides quality user training and documentation to meet the needs of the various units of the District.
3. Develops training program to support users of the financial and student systems; classroom technology; Microsoft Productivity Suite and any other new district technologies as needed.
4. Organizes and schedules training workshops and instructs users in effective software and hardware use.
5. Selects, organizes, and prepares workshop training materials.
6. Develops, maintains and enhances training curriculum, course outlines, visual aids and end user handouts.
7. Participates in hardware/software planning, evaluation, and acquisition.
8. May perform a variety of general clerical functions, including typing, filing, record processing, answering the telephone, and other similar functions.
9. Supports computer operators and help desk, as needed.
10. Curriculum design and development as needed by software subject and user
11. Coordination and implementation of group or one-on-one instruction in an orderly and professional manner
12. Other related work as may be required.

JOB REQUIREMENTS AND QUALIFICATIONS:

1. High school diploma or equivalent education.
2. Possession of a valid California Motor Vehicle Operator's License.
3. Minimum of two years work experience in a public sector or school district preferred
4. Knowledge of Enterprise Business Systems, Student Information Systems, MS Suite of Programs, Screen Recording software such as Camtasia and basic Internet skills.
5. Knowledge of school office procedures such as registration, grading, attendance, scheduling, and accounting principles preferred.
6. Knowledge of database management and query utilities.
7. Knowledge of techniques for trouble-shooting computer, data communications, and software problems.
8. Knowledge of standard business software packages including word processing, spreadsheets, and database management.
9. Knowledge of basic computer programming elements, operational procedures, and documentation conventions.
10. Considerable knowledge of computer hardware and software applications.
11. Ability to develop, compile and analyze course outlines, lesson plans and training aids suitable for various department programs.
12. Ability to effectively and efficiently operate a computer and related peripheral equipment.
13. Ability to understand and carry out oral and written instructions.
14. Ability to establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in the position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED

TB Test Clearance; Criminal Justice Fingerprint Clearance; Bloodborne Pathogen Training.