



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL TECHNOLOGY TECHNICIAN

BASIC FUNCTION:

Receives general supervision from the Administrator of Instructional Technology, Media & Libraries. to perform a variety of technical and clerical functions related to the District's Professional Development Center. May exercise technical guidance over others pertaining to this area of assignment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Designs, creates and maintains data base record keeping for inservices, training and workshop participants, courses, seminars and schedules.

Create reports using data base, spreadsheets and word processing.

Assist in the preparation and planning of inservices, training and workshops.

Register employees for training, inservices and workshops using a computerized system.

Maintains curriculum related software library. Coordinates and assists staff in the use of software.

Composes and types correspondence, reports, agendas and forms. Organizes and maintains office correspondence and files.

Maintain regular and prompt attendance in the workplace.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and operation of computer operations, including loading software, some networking and knowledge of printer applications.
- Organization, procedures and scheduling techniques used in planning inservices, workshops and training.
- Techniques of effective communication and training.

Instructional Technology Technician - Continued

- Office methods and procedures including operation of standard office equipment.
- English usage, spelling, grammar and punctuation.
- Oral and written communication skills.

ABILITY TO:

- Establish and maintain a computerized registration system.
- Organize, prioritize and schedule inservices, workshops and training.
- Communicate effectively orally and in writing.
- Establish and maintain cooperative working relationship with others.
- Physical capability sufficient to perform job tasks.
- Work independently.
- Type at a speed of 45 words per minute.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and two years of experience in the operation of personal computers in a networked environment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 44