

**FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	Instructional Technology Specialist II
CATEGORY:	Non-Exempt; Classified Contract
REPORTS TO (BY TITLE):	Coordinator, Computer Services
SALARY RANGE:	19
SALARY SCHEDULE:	Classified
WORK YEAR:	11 Months
SUPERVISION:	N/A

POSITION DESCRIPTION

Under general supervision of the Technology Department, perform a variety of tasks related to training teachers, staff and students in the use of computer assisted instruction and instructional technology.

Class Characteristics:

Positions in this class are primarily supportive in nature, and are designed to assist teachers with instructional tasks by using computers, and other forms of instructional technology. Incumbents use initiative and independent judgment to perform tasks within a limited number of standardized procedures.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

1. Instruct students and coach teachers on the use and operation of computers, peripherals and related software.
2. Maintain instructional technology in computer labs and classrooms.
3. Organize and schedule multiple training sessions at a variety of sites.
4. Assist students with problems when using instructional hardware and software.
5. Generate instruction worksheets and other documents for instructional hardware and software.
6. Maintain documentation and inventory of instructional hardware and software.
7. Generate various reports and maintain accurate records.
8. Install, set up, and maintain instructional software applications.

9. Maintain and troubleshoot local area network instructional computers, peripherals and related instructional software as needed.
10. Collaborate with Local Area Network Analyst staff and other district technology staff to resolve service needs regarding hardware, software, and local area network problems.
11. Participate in mandatory district technology trainings and meetings.
12. Adhere to district networking standards, protocols, and policies.
13. Perform related duties consistent with the scope and intent of the position.

JOB REQUIREMENTS

Knowledge of:

- Instructional technology including computers, peripherals and instructional programs
- General educational needs of K-12 students and adult learning
- Practical methods of motivating and managing students to learn
- Training techniques and skills
- Customer service techniques
- Organization and maintenance of accurate records
- Oral and written communication skills
- Technical aspects in field of specialty
- Modern office practices, procedures and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Operation of a computer and assigned software

Ability to:

- Learn new computer programs and techniques
- Perform routine preventative maintenance on computers, printers and related equipment
- Set up computers and printers
- Install software on computers
- Manage logistics for training at multiple sites
- Carry out planning strategies with short and long-term goals.
- Work as a member and leader of a team
- Understand and carry out oral and written instructions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office equipment including a computer and assigned software
- Work independently with little or no direction
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality

- Utilize interpersonal skills using tact, patience and courtesy
- Make decisions based on sound judgment, honesty and integrity
- Provide own transportation to sites during workday
- Maintain state minimum liability insurance coverage

Physical Requirements:

- Ability to work at a desk and in meetings of various configurations
- Digital dexterity to operate office equipment
- Ability to read printed matter and computer screens
- Ability to communicate so others will clearly understand a normal conversation
- Ability to hear and understand speech
- Ability to bend, twist, stoop, crawl, climb, kneel and reach overhead
- Ability to lift, push, pull and carry up to 50 pounds
- Ability to stand and walk for extended periods
- Near and far visual acuity, depth perception, color vision and field of vision
- Ability to repetitively lift, push, pull and carry up to 50 pounds
- Ability to work at heights, and ascend and descend ladders

MINIMUM QUALIFICATIONS

Experience:

- One (1) year of experience working in instructional technology or computer information systems

Education:

- Completion of high school or equivalent
- Completion of 48 semester/72 quarter college level units from an accredited college or university
- completion of a technical course in computer hardware and software (e.g., A+) or network operating systems or equivalent

DESIRED QUALIFICATIONS

Experience:

- Working in a K-12 or public agency setting
- Instructional technology or computer information systems trainer
- Working in customer support

Education:

- Associate's degree or higher
- Microsoft Innovator Educator badges and certificates

NECESSARY MATERIALS

License:

- Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment

Materials:

- Verified copy of high school diploma or equivalent
- Official transcripts verifying the successful completion of college level units
- Certificate of completion of a technical course in computer hardware and software

Approved: 1/24/2002

Revised: 11/15/2017