

EDUCATIONAL TECHNOLOGY TECHNICIAN

DEFINITION

Under general supervision, performs a variety of specialized computer activities and educational technology functions; provides technical support to computer labs, classrooms, library media centers; performs routine tasks for instructional personnel and inventory control for all instructional educational technology; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- aids instructional personnel and students by conducting a variety of computer and educational technology operational exercises and training
- receives, processes, sets up, installs, maintains, and performs routine repair of computer and educational technology hardware, and maintains an inventory of computer and educational technology hardware and software
- reviews, evaluates and recommends acquisition of educational technology hardware and operational software for use in the instructional program
- may perform simple programming functions and debug programs to ensure an effective educational technology instructional process
- performs routine hardware maintenance and troubleshooting
- assists students in their awareness of computer educational technology operational functions
- prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individuals, or groups of students
- plans, organizes, and coordinates the video taping, and sets up sound systems for use in special events and activities
- administers routine first aid and requests assistance for serious injury or illness
- performs a variety of clerical functions as pertains to the above essential duties

QUALIFICATIONS

Knowledge of: Methods, procedures, and techniques pertaining to computers, educational technology and software application; educational technology trends, practices and procedures; computer operating systems and a variety of computer hardware and software applications; appropriate English usage, punctuation, spelling and grammar; routine record management, storage, and retrieval systems and office practices and procedures.

Ability to: Analyze and identify (troubleshooting) hardware problems, programming and software conflicts; operate a variety of microcomputer and peripheral equipment; perform routine clerical tasks; utilize a variety of appropriate educational technologies to enhance a positive instructional Rialto Unified School District environment; establish and maintain cooperative working relationships; communicate effectively in oral and written form; understand and follow oral and written directions.

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.

- will frequently exert 30 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- will sit for extended periods of time, but will involve walking or standing for brief periods
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate microcomputers and business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of experience working with computer-assisted instruction, educational technology, or closely related programs.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental training or course work in educational technology, computer instruction, instructional media technology, and subject matter areas applicable to the assignment is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License

Condition of Employment: Insurability by the District's liability insurance carrier