Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Site Technology Trainer**
Department: Educational Services
Reports to: School Site Administration

SUMMARY:
Under the direction of Site Administration and Educational Services Administration, the Site Technology Trainer assists the school and district administration in the implementation and use of educational technology and software at their assigned sites and in the district at large.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Maintain working knowledge of currency WPUSD educational technology and student information/learning management systems, including, (but not limited to): Schoology, Google Suite, Nearpod, Screencastify, PowerSchool, EdPuzzle, Seesaw, Kami, and Illuminate
- Work with teachers on integrating educational technology into in-person and virtual instruction
- Assist with Revision of the District Technology Plan
- Work with teachers and sites to implement the District Technology Plan
- Provide frequent trainings on WPUSD educational technology
- Provide educational technology support (including troubleshooting) to staff
- Attend technology planning and implementation meetings
- Other duties as assigned

QUALIFICATION REQUIREMENTS:
- Be a currently employed WPUSD certificated staff member
- Strong understanding and knowledge of district educational technology platforms
- Willingness to provide/facilitate professional development to district staff

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential required. Coursework in technology and/or completion of professional development/training in technology platforms strongly preferred.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English.. Ability to communicate with site staff.

MATHEMATICAL SKILLS:
Basic arithmetic skills in connection with computer software usage required.