

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL TECHNOLOGY TECHNICIAN (Range 23)

BASIC FUNCTION:

Under supervision of the Coordinator of Innovation and Learner Engagement, support users with usernames and passwords for instructional programs, troubleshoot and maintain the various online systems, to support instructional staff, school sites, student achievement and parental involvement throughout the district. Maintain records, establishing program databases, creating and maintaining a variety of social learning, online, collaboration resources (i.e., Web 2.0/3.0 tools) and coordinating special events requiring instructional technology support.

REPRESENTATIVE DUTIES:

Under supervision of Coordinator of Innovation and Learner Engagement, create, edit, maintain, and post resources in a variety of software and social learning, online, collaboration applications that are specifically designed and maintained for instruction. Provide support for RUSD instructional and support staff, parents and students to assist in the identification of the appropriate online resources for the teacher, parent and or student. Where needed, work collaboratively to create or identify appropriate tools to provide instructional support using a variety of web tools (social networking and learning tools). *E*

Provide support for board approved instructional and supplemental materials that are delivered in a digital format. *E*

Install and maintain software related to instruction; analyze and evaluate software and hardware purchase options for use in instruction; maintain device inventory for the department; troubleshoot device problems as needed; train staff on proper use of new hardware/software/social learning, online, and collaboration resources. *E*

Assist with maintaining records, establishing related databases, running reports and coordinating special events requiring instructional technology support. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District curriculum/instruction

Social learning, online, collaboration applications (i.e., Web 2.0/3.0 collaboration tools)

Learning Management Systems

Modern office practices, procedures and equipment

Correct English usage, grammar, spelling, punctuation and vocabulary

Record keeping techniques
Letter and report writing techniques
Interpersonal skills using tact, patience and courtesy
Operation of assigned computers and instructional software systems

ABILITY TO:

Facilitate the use of the various online systems used in instructional services to support professional development, sites, student achievement and parental involvement throughout the district.

Maintain records, establish databases and coordinate special events.

Operate a computer terminal and enter data.

Determine appropriate action within clearly defined guidelines.

Plan and organize work.

Meet schedules and time lines.

Train others in the use of new hardware/software/social learning, online, collaboration applications.

Troubleshoot application/program issues via email or telephone.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Two years college-level course work. Two years experience in computer technology desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Drive a vehicle to conduct work

PHYSICAL ABILITIES:

Seeing to read various materials.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard and office equipment.

Sitting or standing for extended periods of time.