MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: April 18, 2018

Agenda Item:
Discuss and approve New Classified Job Description of Technology Trainer and Classified Salary Recommendation.

Agenda Placement:
Action

Background:
District administration has presented the Personnel Commission with new duties for a classified position with the proposed title of Technology Trainer. Personnel Commission rules 3.1.1 and 3.1.3, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

Recommendation:
It is recommended that the New Classified Job Description of Technology Trainer and Classified Salary Recommendation of Range 50, Salary $61,020 - $79,452 per year be approved as presented.

Madera Unified School District
Classified Job Description

Technology Trainer

Purpose Statement

Under the direction of the Director of Information and Technology Support - the Technology Trainer provides technology professional development to all District personnel. Assesses technology training needs District-wide, train trainers, organizes and facilitates technology trainers that are internal and external from the District. Assists in the creation of and implements the District Technology Professional Development Plan with an emphasis on individual needs assessments, accountability, data-driven decision making, and delivering high quality applicable content that is available to staff from anywhere at anytime.

This job reports to the Director of Information and Technology Support.

Essential Functions

- Develops, produces and organizes ongoing, sustained and intensive high-quality professional development in the integration of advanced technologies, including emerging technologies, into all aspects of District work.
- Produces documentation for district owned software and hardware sourced internally or through outside parties.
- Produces video training modules for district owned software and hardware sourced internally or through outside parties.
- Assists in the evaluations, reviews and revisions of the District Technology Plan.
- Develops and maintains Information Technology Professional Development resources in various methods, i.e. (written, video recorded, other types of interactive documentations).
- Assists in the organization of District technology committees and provides Information Technology based professional development related activities for all district personnel.
- Finds and utilizes software that helps deliver and organize District-wide professional development efforts.
- Coordinates with other Information Technology staff to ensure training modules are developed and professional development delivered for all new technology projects.
- Troubleshoots technology hardware, software, and network problems in relation to professional development or training presentation situations.
- Regularly attends educational and technological seminars and conferences.

- Collaborates with Information Technology and Educational Services staff to maintain accurate records on program development, consulting services, and cost for delivery of professional development, training assessments and other related data.
- Must travel to various site locations.

Other Functions

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS: Utilizing pertinent network software, hardware, applications, and operating systems; adhering to safety practices; planning and managing projects; communicating information to large groups, disseminating information, and preparing and maintaining accurate records.

KNOWLEDGE: is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge to; current legacy and emerging operating systems; environments and network protocols; cloud based SAAS applications; mass communication concepts; one-on-one communication concepts; Inter/Intranet applications; and concepts of English grammar and punctuation.

ABILITY: is required to work with a wide diversity of individuals; problem solving, identify issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include; setting priorities; establishing effective relationships; being attentive to detail; communication with diverse groups; presenting to large groups; conveying technical information to non-technical audiences and working nonstandard hours.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 33% sitting, 34% walking, and 33% standing. This job is performed under minimal temperature variations.

Minimum Qualifications

Experience: Four years of experience in computer hardware, software components, operating systems, computer troubleshooting, IT helpdesk with involved direct interaction with users. One of the four years of experience must include training diverse groups.

Education: Bachelor's degree in computer science, or information systems or information technology or a related discipline.

Required Testing	Certificates & Licenses
Pre-employment Proficiency Test	Valid California Driver's License
Pre-employment Physical exam	
Continuing Educ./Training	**Clearances**
On-going as needed	DOJ/FBI Background Clearance TB Clearance

FLSA Status	Approval Date	Salary Range
Non Exempt		