Rialto Unified School District

TECHNOLOGY TRAINING SPECIALIST

<u>DEFINITION</u>

Under general supervision, to plan, organize and conduct training for District personnel on the District's computer software systems and micro-computer application software; to plan, organize and develop a training curriculum and materials for the District software applications, to assist in all phases of user support regarding hardware and software systems, and performs other related duties as assigned.

<u>ESSENTIAL DUTIES</u>
ƒ Coordinate and perform user training of the Novell Networking System, Digital Vax Computer System, Microsoft Windows and Macintosh computer and software system
ƒ Plan, organize, develop, implement, and maintain standard procedures and guidelines for user technology training
ƒ Research, organize, and develop a training curriculum for District computer system, Novell Network System and microcomputers
ƒ Provide technical support, and user software support on the District micro-computers
ƒ Assist with the installation of computer hardware, microcomputer, printers, and other peripherals,

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.

- ƒ will frequently exert 20 to 40 pounds of force to lift, carry, push, pull or otherwise move objects
- ƒ will