

Technology Training Specialist

Position Details

Class Code: 0275

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: Pay Grade 52 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, plans, organizes, and implements ongoing training in computer/technological areas for employees.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides initial technological training for Clark County School District employees and for new employees.
 2. Plans, organizes, and implements ongoing training in computer/technological areas to meet identified needs for all employees.
 3. Assists employees at individual school sites with computer/technological training.
 4. Assists in mainframe training usage, as required by data processing services.
 5. Advises Superintendent's Council for educational technologies on upgrade of hardware and software programs.
 6. Works with task forces to assist in the development of training material.
 7. Schedules and facilitates in-service training activities.
 8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves the training of new employees and current employees who transfer into computer-related positions with computer/technological training.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of microcomputers, software, and their operation.
 2. Knowledge of computer networking systems.
 3. Ability to communicate effectively with individuals and groups.
 4. Ability to work with minimal supervision.
 5. Ability to instruct personnel in the proper utilization of microcomputers and software programs.
 6. Ability to read and interpret complex material.
 7. Ability to assist individuals in the use and interpretation of computer products.
 8. Ability to recognize and report hazards and apply safe work methods.
 9. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. One (1) year of experience with data processing systems; or, Two (2) years' experience working with highly complex reports or managerial reports and data.

Licenses and Certifications

None Specified.

Preferred Qualifications

None Specified

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities – schools and department offices.

Work Environment

Strength

Sedentary/medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/06/21
- Created: 04/01/87