

## EDUCATIONAL TECHNOLOGY TECHNICIAN

### DEFINITION

Under general supervision, performs a variety of specialized computer activities and educational technology functions; provides technical support to computer labs, classrooms, and library media centers; performs routine tasks for instructional personnel and inventory control for all instructional educational technology; performs other related work as assigned and/or required.

### ESSENTIAL DUTIES

- aids instructional personnel and students by conducting a variety of computer and educational technology operational exercises and training
- receives, processes, sets up, installs, maintains, and performs routine repair of computer and educational technology hardware, and maintains an inventory of computer and educational technology hardware and software
- reviews, evaluates, and recommends acquisition of educational technology hardware and operational software for use in the instructional program
- may perform simple programming functions and debug programs to ensure an effective educational technology instructional process
- performs routine hardware maintenance and troubleshooting
- assists students in their awareness of computer educational technology operational functions
- prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individuals, or groups of students
- plans, organizes, and coordinates the video taping, and sets up sound systems for use in special events and activities
- administers routine first aid and requests assistance for serious injury or illness
- performs a variety of clerical functions as pertains to the above essential duties

### QUALIFICATIONS

**Knowledge of:** Methods, procedures, and techniques pertaining to computers, educational technology, and software application; educational technology trends, practices and procedures; computer operating systems, and a variety of computer hardware and software applications; appropriate English usage, punctuation, spelling, and grammar; routine record management, storage, and retrieval systems and office practices and procedures.

**Ability to:** Analyze and identify (troubleshooting) hardware problems, programming, and software conflicts; operate a variety of microcomputer and peripheral equipment; perform routine clerical tasks; utilize a variety of appropriate educational technologies to enhance a positive instructional Rialto Unified School District environment; establish and maintain cooperative working relationships; communicate effectively in oral and written form; understand and follow oral and written directions.

### **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.

- will frequently exert 30 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- will sit for extended periods of time, but will involve walking or standing for brief periods
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate microcomputers and business-related equipment, and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Two years of experience working with computer-assisted instruction, educational technology, or closely related programs.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; supplemental training or course work in educational technology, computer instruction, instructional media technology, and subject matter areas applicable to the assignment is desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.