SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Applications Training Specialist

REPORTS TO: Assigned Supervisor

DEPARTMENT: Various

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 047 OTBS

REVISED: May 28, 2019

BASIC FUNCTION:
Independently plan, coordinate, and conduct application and procedural training for the district’s administrative and instructional support applications; develop and revise related instructional materials, reference guides, and job aids.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Develop, coordinate, and conduct district-wide training programs to all levels of staff in the features, functionality and use of district software applications. E

Monitor, analyze, evaluate and enhance training programs and material so that they continue to improve the quality of work and breadth of knowledge of end-users. E

Consult with site administrators and district leadership to determine training programs and methods. E

Work with district staff and leadership to gain knowledge of specific situations requiring employees to better understand changes in procedures, regulations, and technologies. E

Plan, coordinate, and conduct targeted training workshops and labs needed to improve departmental or individual effectiveness and efficiency. E

Determine and organize training schedules for the implementation of new and enhanced software and for on-going training needs. E

Prepare or lead others in the preparation of a variety of instructional materials, including on-line training courses, reference manuals, handbooks, and job aids. E

Design evaluative methods to measure effectiveness of training and materials. E

Perform related duties as assigned that are reasonably related to the job classification.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in computer science, business administration, public administration, education, or related field and two years of directly related experience. Experience with enterprise-wide administrative and/or instructional support systems may be preferred for certain positions.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Adult learning principles.
Technical and functional aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:
Operate a variety of computer applications, equipment, and devices.
Prepare training program plans and designs.
Analyze training needs and to make sound recommendations.
Provide expert level public speaking.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:
This is a stand-alone job classification.