

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Microcomputer Applications Training Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	047 OTBS
REVISED:	March 29, 2011		

BASIC FUNCTION:

Independently plan, coordinate, and conduct a variety of selected district-wide microcomputer applications training programs; 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 selected district-wide training programs for all levels of personnel in microcomputer fundamentals and applications. **E**

Conduct and analyze job performance studies, task analyses, and needs assessments to determine requirements for new computer software applications products. **E**

Test and analyze new computer programs applications. **E**

Consult with site administrators to determine training needs. **E**

Provide individual and group remedial training. **E**

Determine and organize schedules for the implementation of new and enhanced software. **E**

Plan, coordinate, and conduct inservice workshops and training. **E**

Prepare or supervise 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 using district-wide applications such as Zangle and PeopleSoft 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 aspects of field of specialty.

ABILITY TO:

Operate microcomputer equipment, operating systems, and a variety of computer applications.
Prepare training program plans and designs.
Analyze training needs and to make sound recommendations.
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.

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Job Code 6739

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