

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Mobile Workshop Technician (Parent Center)	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Parent Outreach and Engagement	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	036 Paraeducators
<b>ISSUED:</b>	October 28, 2014		

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**BASIC FUNCTION:**

Gather, compile, and prepare instructional materials in computer fundamentals and application for parent workshops; plan, coordinate, and conduct selected training programs for parents at various school sites and community forums; consult with program manager to determine training needs.

**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 are intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Gather, compile, and prepare instructional materials in computer fundamentals and applications for parent workshops. **E**

Plan, coordinate, and conduct computer classes for parents at various school sites and community forums. **E**

Set up and operate computers, internet access, and video projectors as part of the mobile computer lab. **E**

Prepare a variety of materials, including reference manuals and handbooks; translate documents. **E**

Recruit parents for workshops at community events; design flyers, PowerPoint presentations, handbooks, posters, and invitations. **E**

Compile participants' class evaluations; create and maintain computer lab database. **E**

Install department computer hardware and related equipment and software; provide technical assistance to staff. **E**

Plan and conduct in-service training for classified and certificated staff on computer software and use of audio/visual equipment. **E**

Resolve routine computer problems; arrange for service and repair of computers and supporting equipment. **E**

Assist in implementing new and enhanced software; order necessary computer equipment and software for staff. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to vocational or technical training or community college certification in computer hardware and basic software applications. Fluency in oral and written communication skills is required; fluency in a language other than English may be required.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

Driving a district vehicle between sites for transporting computers and peripheral equipment.

Personal appearance, grooming and language patterns which will provide a satisfactory example to parents.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Computers, supporting equipment, and basic software applications.

Instructional/tutorial procedures and practices.

Reading and writing communication skills.

**ABILITY TO:**

Quickly learn the San Diego freeway and street system.

Operate standard office equipment, including computers, supporting equipment, and related software applications.

Train others in the operation of computers and use of basic software applications.

Demonstrate enthusiasm for and interest in the instructional program.

Communicate with and understand the needs of parents.

Identify and correct problems with computer equipment and software operation.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines

Maintain records.

Read, apply, and explain rules, regulations, policies and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, classroom settings; driving a vehicle to conduct district business.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6443

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