POSITION DESCRIPTION

TITLE: Instructional Technology Trainer
LOCATION: Manager, Instructional Technology
REPORTS TO: Instructional Technology Administrative Service Center

SUMMARY STATEMENT:
The Instructional Technology Trainer will work as part of the Instructional Technology team in the planning and implementation of technology for the buildings in the Evergreen School District. This may include, but is not limited to providing one-on-one, small group, and large group demonstration and training in instructional technology; setting up and demonstrating multimedia technology; setting up and demonstrating adaptive equipment and software; participating in workshops, presentations, and demonstrations scheduled by and for the Instructional Technology Department and providing telephone support to instructional technology users.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public in person, by telephone, via E-mail, and in writing.
2. Work with Instructional Technology staff and Instructional Technology Teacher Trainers to facilitate planning and training.
3. Provide basic instructional technology training (including creating instructional handouts) and support at school sites and in central training facilities in a variety of modes (One-on-one, small group, and large group).
4. Assist with computer installations.
5. Set up and facilitate training in multimedia equipment and software.
6. Set up and facilitate training in adaptive equipment and software.
7. Troubleshoot software and hardware, working with outside vendors as necessary.
8. Provide basic training on specific audio-visual equipment such as digital cameras, video projectors, DV/DVD players, video cameras, CD-ROM players, especially as this equipment is interfaced with Windows instructional computers.
9. Configure and install software as necessary.
10. Conduct preliminary diagnosis of technological problems with instructional equipment and software, and refer to appropriate Communications and Information Resources (CIR) staff.
11. Assist in equipment set-up for classes, training, and demonstrations arranged by and for the Instructional Technology Department.
12. Participate in workshops, meetings, and activities of Instructional Technology Training Teachers.
13. Remain current in existing and emerging instructional technologies and software.
14. Travel from location to location in order to accomplish tasks while transporting job-related equipment.

OTHER RESPONSIBILITIES:
1. Access on-line resources such as Internet.
2. Perform back-up office duties in the department.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  |  Speaking (66-100%)  |  Hearing (66-100%)
Sitting (Up to 33%)  |  Standing (66-100%)  |  Walking (66-100%)
Acceptable Attendance  |  Stooping/Bending (33-66%)  |  Writing (33-66%)
Pushing/Pulling (33-66%)  |  Use of hands and/or arms for repetitive motion (33-66%)  |  Lifting/Carrying Up to 50 lbs (33-66%)

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (33-66%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Contact (66-100%)</td>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Frequent Interruptions (33-66%)</td>
</tr>
<tr>
<td>Detailed Work (66-100%)</td>
<td>Confidentiality (66-100%)</td>
<td>Problem Solving (66-100%)</td>
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<tr>
<td>Training (66-100%)</td>
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Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Windows, Macintosh, printer, telephone, FAX machine, copy machine, 10-key/calculator, Digital cameras, video projectors, DV/DVD players, video cameras, CD-ROM players, adaptive keyboards, touchscreens, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Light typing/keyboarding (35-50 wpm).
2. A minimum of two years of experience in a related field, or equivalent training.
3. Demonstrated ability to perform on the computer, using the Windows environment, Microsoft Word, Excel, PowerPoint, PageMaker, Corel Draw, and various other instructional software in the Windows format.
4. Knowledge of Macintosh computers is a plus.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated ability to communicate effectively with students, staff, and the general public.
7. Demonstrated ability to handle multiple priorities at one time.
8. Demonstrated ability to operate the office equipment and instructional technology related to this position.
9. Demonstrated organizational skills and a commitment to follow through without direct supervision.
10. Demonstrated ability to perform under conditions of frequent interruptions and perform under deadline pressure.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Must be able to travel from location to location to perform training, handle materials and/or equipment.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

213 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________  Date: ________________

District: ___________________________  Date: ________________

213 Days Per Year (Includes Holidays)
8 Hrs. Per Day
Instructional Technology Trainer