



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

EDUCATIONAL TECHNOLOGY TECHNICIAN

DEFINITION:

Under the direction of and assigned Administrator or Supervisor, perform a variety of specialized computer activities and educational technology functions at an assigned District school site; provide technical support to computer labs, classrooms, and library media centers; perform routine tasks for instructional personnel and inventory control for various instructional educational technology; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Assist school site instructional personnel and students by conducting a variety of computer and educational technology operational exercises and trainings.
- Receive, process, set up, install, maintain, and perform routine repair of computer and educational technology hardware, maintain an inventory of computer and educational technology hardware and software.
- Review, evaluate, and recommend acquisition of educational technology hardware and operational software for use in the instructional program; conduct needs assessments.
- Perform simple programming functions and debug programs to ensure an effective educational technology instructional process, as needed.
- Perform routine hardware maintenance and troubleshooting.
- Assist students in their awareness of computer educational technology operational functions.
- Prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individuals or groups of students, may present digital citizenship lessons to students.
- Plan, organize, operate and coordinate, audio-visual equipment and set-up for use in special events and activities.
- Perform a variety of clerical functions as pertains to the above essential duties.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures, and techniques pertaining to computers, educational technology, and software application.
- Educational technology trends, practices, and procedures.
- Technical aspects of field of specialty.
- 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.
- Oral and written communication skills.
- Policies, rules and regulations related to assigned activities.
- Inventory methods and practices.

- Proper methods of storing equipment, materials and supplies.

ABILITY TO:

- Analyze and identify (troubleshooting) hardware problems, programming, and software conflicts.
- Operate a variety of microcomputer and peripheral equipment.
- Make routine equipment adjustments and perform routine maintenance.
- 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 with others.
- Communicate effectively in oral and written form.
- Plan and organize work.
- Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

EXPERIENCE:

Two years of experience working with computer-assisted instruction, educational technology, or closely related programs. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental training or course work in educational technology, computer instruction, instructional media technology, and subject matter areas applicable to the assignment is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

office and onsite classroom work environment. Indoor and outdoor work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the 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 computers 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.

POTENTIAL HAZARDS:

Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. Regular exposure to fumes, dust and odors. Bending, kneeling, or crouching. Exposure to excessive noise. May be exposed to hazardous materials.

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