



**CLASS TITLE: TECHNOLOGY RESOURCE SPECIALIST
UNIT 2**

BASIC FUNCTION:

Under the direction of the Principal, serve as a technical resource to students and staff at an assigned networked school site; install, troubleshoot and maintain software and programs on an assigned network file server; provide instructional assistance and reinforcement to individuals or groups of students in a school computer resource center or classroom; respond to questions and assist students, teachers and staff as needed with software and network programs and computer equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as a technical resource to students and staff at an assigned school site; provide instructional assistance and reinforcement to individuals or groups of students using technology equipment, applications, and software in a computer resource center, computer lab or classroom.

Respond to questions and assist students, teachers and staff as needed with applications, software and network programs and computer equipment; assist students in understanding computer language and activities; monitor individuals and groups of students in computerized learning activities; explain and demonstrate theories and principles of assigned subject area; observe and control student behavior according to approved procedures; report progress regarding student performance and behavior.

Respond to email and phone requests from parents/guardians regarding access to online Learning Management systems, informational websites, programs and applications.

Train staff in the use of hardware and software; assure site staff and students have proper access to hardware, applications, software and the network.

Support teachers by leading student lessons to integrate and use hardware and software to enrich their learning and the classroom curriculum.

Explain, demonstrate and provide information related to network operation, applications, and software use; communicate with technical support staff and representatives for network, application and software problems.

Maintain technology area and equipment in a clean and orderly condition; assure the security of equipment; store, maintain, distribute and account for inventory of hardware, applications, software and related materials.

Troubleshoot hardware, applications and software problems; check and assure cabling and network workstations are properly connected; install, troubleshoot and maintain software and applications.

Schedule and prepare computer center, software and instructional materials for appropriate subject and grade level.

Provide classroom and teacher support services related to computer literacy, knowledge and skill; serve as a resource to students, teachers, parents and community members by providing



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current information on computer equipment, network operations, applications, software and their use in the school environment.

Maintain a variety of records on students and activities within the site including hardware applications, and software inventory, licenses and login information; organize and maintain computer application manuals; provide information for the weekly site bulletin.

Assist in locating, ordering and selecting computer equipment and materials as assigned; coordinate site needs for equipment and license purchases.

Participate in other technology-related activities including posting information on web site, assuring printers have paper and ink, and setting up iPads, iPods, laptops, projectors, sound equipment and other technology equipment as requested.

Attend trainings and meetings and serve on assigned committees as directed.

OTHER DUTIES:

Assist in planning and designing instructional strategies to meet curriculum objectives using technology while developing computer knowledge and skills; research web-based curriculum resources.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Microcomputer and network systems as appropriate for assigned computer lab and school site.

Hardware, network and software configuration and troubleshooting including computer network operations.

Operation, adjustment and minor maintenance of microcomputers and peripheral equipment.

Basic instructional and reinforcement methods and techniques.

Lab procedures and appropriate student conduct.

Child guidance principles and practices.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

Requirements of maintaining a computer lab in a safe, clean and orderly condition.

Safe practices in computer activities.

Correct English, grammar, spelling, punctuation and vocabulary.

Interpersonal skills including tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Serve as technical resource to students and staff at an assigned networked school site.

Install, troubleshoot and maintain software and programs on an assigned network file server.

Provide instructional assistance and reinforcement to individuals or groups of students in a school computer resource center or classroom.

Respond to questions and assist students, teachers and staff as needed with software and network programs and computer equipment.



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Coordinate and schedule the use of the instructional computer lab, and mobile devices such as iPods, tablets and notebooks.

Operate, demonstrate, maintain and adjust a variety of technology equipment.

Reinforce instruction to individuals or small groups of students as directed by the certificated teacher.

Communicate subject matter in a clear and accurate manner.

Select programs and related materials appropriate for subject and grade level according to established guidelines.

Understand and follow oral and written directions.

Communicate effectively with students and adults.

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

Establish and maintain effective working relationships with others.

Observe and control student behavior according to approved policies and procedures.

Analyze and compare software to make specific recommendations for usage.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree or equivalent course work in information technology or related field and two years experience working with computers and/or working in an educational or training environment.

WORKING CONDITIONS:

ENVIRONMENT:

Instructional computer lab or classroom environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to observe students and equipment operation.

Dexterity of hands and fingers to operate a computer keyboard and other lab equipment.

Reaching overhead, above the shoulders and horizontally.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.