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# Job Description

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**POSITION TITLE:** Technology Trainer #1085  
Professional development Center

**SALARY PLACEMENT:** Adult/Vocational Salary Schedule

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**MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:**

A minimum of five years of any combination of education and experience that would likely provide the knowledge and abilities in the specified need area.

**DESIRABLE EXPERIENCE:**

Desirable experience includes presentation of workshops and classes on technology to adults and students; also, experience and training with various educational technologies.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Possession of a valid California Designated Subjects, Regional Occupational Credential and/or California subjects Adult Education Credential. Employees in this class are required to have special expertise applicable to the educational program(s) assigned. Knowledge of staff development facilitation, appropriate teaching strategies, classroom management techniques, evaluations and assessment techniques, appropriate materials, and educational technologies. Ability to train people in the use of educational technologies, select appropriate materials, choose from a variety of techniques and instruments, employ classroom management techniques, maintain and improve professional skills and knowledge, be flexible and receptive to change, and work closely with others.

**SUMMARY OF POSITION:**

Work under the general direction of the Assistant Superintendent of Curriculum and Instruction. Supervision provided by Coordinator of Instructional Technology. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Provide staff development facilitation and technology trainings.
2. Develop networking and collaboration with external and internal organizations.
3. Develop lesson plans and instructional materials.
4. Plan, schedule, gather resources, set up and evaluate technology training.
5. Create a functional and attractive learning environment through displays, special programs, bulletin boards, and interest centers.
6. Establish and maintain standards of participant behavior needed to provide a safe, healthy, orderly, and productive classroom environment.
7. Be able to demonstrate the most current uses of technology.
8. Participate in activities designed to promote professional growth.
9. Work effectively with support staff.
10. Perform related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform classroom tasks using both hands.
3. See and read printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
5. Speak so that others may understand at normal classroom levels, outdoors and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.