

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: INFORMATION TECHNOLOGY TRAINING SPECIALIST****BASIC FUNCTION:**

Under the direction of an administrator, perform duties in the development, implementation and continuing training and support for District staff in the use of computer information systems.

**REPRESENTATIVE DUTIES:**

- Develop and implement training curriculum that supports users of the student system and users of the financial system; maintain knowledge of relevant District technology equipment and available district software.
- Train staff on technology related curriculum and in the use of computer information systems.
- Organize and schedule training workshops and provide monthly reports on completed trainings
- Assist in hardware and software evaluation, planning, acquisition and testing.
- Develops, maintains and enhances training curriculum, course outlines, visual aids and end user handouts.
- Present information using a variety of instructional techniques and methods such as simulations, team exercises, group discussions, videos and online learning.
- Perform clerical functions as assigned including answering phones, and support Information Technology staff.
- Operate a variety of office equipment including a projector, webcam, computer and assigned software.
- Assist with the coordinating local implementation of California Student Information Systems.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Operation of a computer and assigned software.

Applicable laws, codes, regulations, policies and procedures.

District organization, operations, regulations, policies and objectives related to position.

Standard business software packages including word processing, spreadsheets and database management.

Accurate record-keeping techniques.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Develop, compile and analyze course outlines, lesson plans and training aids suitable for various department programs.

Operate a computer and related peripheral equipment.

Train and provide technical support to staff.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.  
Present to a variety of audiences.  
Create training materials and provide instruction to staff for software applications.  
Establish and maintain working partnership with staff.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Prioritize, organize and schedule trainings.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and three (3) years of experience in training groups and individuals in Windows and Microsoft Office Suite and/or other related applications.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information.  
See to view computer monitor and read a variety of materials.  
Sit for extended periods of time.  
Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.