

JOB TITLE: EDUCATIONAL TECHNOLOGY CLERK

BASIC FUNCTION

Under general supervision, to perform a variety of specialized computer based instructional activities, and educational instructional media functions; to assist in the operation of the Technology Distribution Center and the utilization of a computer fiber optic network for the conduct of computer learning in classrooms; to perform installation, set up, and maintenance of computer and instructional media hardware and software; to supervise and assist students in the location and use of instructional media and equipment in the instructional media center; and to perform routine clerical and supportive tasks related to textbooks and the instructional media center; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Schedule and implement requests for computer assisted classroom instruction
- Assist staff members in the solution of computer and network related problems
- Process, distribute and collect textbooks
- Supervise and assist students in the use of instructional media and related equipment
- Process and shelf instructional materials and media
- Aid students and instructional personnel by conducting a variety of computer literacy instructional media operational exercises and training processes
- Tutor individual students, small groups of students, and instructional personnel in computer assisted instruction and related technology
- Receive, process, set up, install, maintain, and perform routine repair of computer and instructional media hardware
- Maintain an inventory of computer and instructional media hardware and software
- Perform routine hardware maintenance and troubleshooting
- Assist students with computer programs and computer based instructional media operations
- Prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individuals, or small groups of students
- Maintain a variety of records and files
- Oversee the student locker program
- Assist in the shaping of appropriate student social behavior
- Work with vendors to help resolve computer and related problems
- Perform a variety of routine clerical functions
- Participate in assigned committee activities
- May perform simple programming functions and de-bug programs
- Review, evaluate and recommend acquisition of technology hardware and software for use instructional activities
- Plan, organize, and coordinate the video taping of classroom and special activities

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- To operate a variety of personal computers, printers, and related hardware
- To operate a variety of audio visual equipment including camcorders and video cameras
- To operate standard office equipment
- Type or keyboard at a net correct speed of 45 WPM
- Perform appropriately in situations requiring tact and diplomacy

Knowledge of:

- Methods, procedures, and techniques pertaining to a micro-computer, instructional technology hardware and software application systems
- Instructional media and information technology trends, practices and procedures

- Computer operating systems and a variety of computer hardware and software applications
- Basic concepts of adolescent growth and development, and developmental behavior characteristics
- Student behavior management strategies and techniques
- Appropriate English usage, punctuation, spelling, and grammar
- Principles of effective communication
- Modern office methods, procedures, and techniques
- Routine record management, storage, and retrieval systems and office practices and procedures

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students in an instructional media center setting
- Communicate effectively in oral and written form
- Perform routine clerical tasks and operate a variety of microcomputer and peripheral equipment
- Utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment
- Effectively and efficiently tutor and instruct students in computer literacy and beginning programming
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgement
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions
- Perform general clerical work with speed and accuracy
- Suggest procedural improvements to superior as appropriate
- Organize time
- Upgrade skills

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of experience in computer assisted instruction, instructional media technology, working with students and instructional personnel or closely related activities.

Education:

Equivalent to the completion of High School, supplemented by training or course work in computer systems, computer instruction, instructional media technology, and subject matter areas applicable to the assignment.