



## **JOB DESCRIPTION**

### **Software Applications Trainer**

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The Software Applications Trainer, under the general supervision of the Chief Technology Officer and the direct supervision of the Director of Instructional Technology is responsible for applications training and support, especially as related to District and Campus Administrative and Auxiliary Staff.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- Minimum of 60 college semester hours (computer courses preferred)
- Preferably two (2) to five (5) years experience training adults on computer software applications, in either corporate or educational environment

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Knowledge of basic computer operations and skills, Windows operating system, MS Office suite and other district software adoptions
- Effective interpersonal skills with ability to relate well to various employee groups
- Knowledge of best practices concerning adult instruction

#### **DUTIES AND RESPONSIBILITIES**

1. Develops, training materials for software applications, utilizing excellent writing, design and organizational skills.
2. Provides sustained, in-depth, differentiated, quality technology training on Judson specific applications to non-teaching employee group using quality communication and presentation skills.
3. Collaborates with District Office leaders and administrators to plan for technology implementations and conduct District office technology needs assessments.
4. Assists in the evaluation, selection, and purchase of software and hardware.
5. Maintains records and prepares reports and documents required by the Instructional Technology Department.
6. Provides on-going phone and on-site software support to personnel.
7. Meets and works collaboratively with other JISD staff for planning, facilities scheduling, idea and sharing and delivery of professional development.
8. Supports Technology Services initiatives such as Super Saturday, New Teacher Academy, Parent Conference and Bond Deployment.
9. Maintains confidentiality.
10. Displays self control, tact and good judgment.
11. Performs other duties as assigned.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

#### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate (both verbally and written), concentrate, reason, understand verbal instructions, analyze, differentiate, memorize, read, compute, instruct and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (44 pounds and over), stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, and possess visual acuity, drive within district. Works with unusual noise levels, low or intense illumination, work around moving objects and may work alone for long periods of time.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic Office equipment

**Paraprofessional Pay Grade: 6**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: September 10, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*