

Technology Training Specialist

Position Details

Class Code: 0275

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, plans, organizes, and implements ongoing employee training in computer/technological areas.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides initial technological training for Clark County School District employees.
 2. Plans, organizes, and implements ongoing training in computer/technological areas to meet identified needs for all employees.
 3. Assists employees at individual school sites with computer/technological training.
 4. Assists in mainframe training usage, as required by data processing services.
 5. Advises Superintendent's Council for educational technologies on hardware and software program improvements.
 6. Assists in developing training materials alongside District task forces.
 7. Schedules and facilitates in-service training activities.
 8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves providing computer/technological training to District employees in computer-related positions.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of microcomputers, software, and their operations.
 2. Knowledge of computer networking systems.
 3. Ability to communicate effectively with individuals and groups.
 4. Ability to work with minimal supervision.
 5. Ability to instruct personnel in the proper utilization of microcomputers and software programs.
 6. Ability to read and interpret complex material.
 7. Ability to assist individuals in using and interpreting computer products.
 8. Ability to recognize and report hazards and apply safe work methods.
 9. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. One (1) year of experience with data processing systems; or,
Two (2) years of experience working with highly complex reports or managerial reports and data.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities – schools and department offices.

Work Environment

Strength

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/06/23
- Created: 04/01/87