

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MAY 2005
RANGE: 37.5
CLASSIFIED
CODE: NONE

INSTRUCTIONAL RESOURCE TECHNICIAN

DEFINITION

Under the direction of the school site supervisor/principal, the Instructional Resource Technician will perform a variety of duties related to managing resources and assisting in data/computer production of documents integral to the operation of the school.

EXAMPLES OF DUTIES

Responsible for management of materials and checkout records for students who are being home schooled.

This includes receiving materials, electronically inventorying educational resources, maintaining on-line records, assisting resource teachers in disseminating materials, and doing follow-up procedures to assure that all materials are returned;

developing spreadsheets, databases, and templates for data and photo documents;

assisting in registration procedures and perform a variety of functions related to serving home schooling families and assisting resources teachers to handle the technical requirements of their responsibilities;

operating computer terminal.

QUALIFICATIONS

Knowledge of:

Standard office machines and equipment;

modern office methods, procedures, and techniques.

Ability to:

Learn and apply standard office procedures and operate office equipment skillfully and efficiently;

perform routine general office and clerical work with speed and accuracy;

lift 50 pounds and climb stairs carrying boxes;

bend, stoop, and reach over head;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of experience at a school site office preferred.

Education:

Education equivalent to the completion of the twelfth grade, supplemented by training or coursework related to this position.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/20/15

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