

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JULY 1999**  
**RANGE: 43.5**  
**CLASSIFIED**  
**CODE: None**

## **TECHNOLOGY ASSISTANT**

### **DEFINITION**

Under the direction of the Coordinator, Educational Technology, the Technology Assistant will perform different functions within Instructional Services such as solving technical problems, installation of various software and hardware, training, database management, web development, and the organization and maintenance of networks in The Learning Center.

### **EXAMPLES OF DUTIES**

Operate current microcomputer software systems for data manipulation and retrieval, word processing and productivity software, web publishing and e-mail, and database management;

manage the location, installation and evaluation of software in The Learning Center;

provide general assistance with the computer hardware and software;

market the preview server by assisting with presentation of preview software;

prepare technologies for workshops and institutes;

organize and maintains the networks of The Learning Center;

coordinate the acquisition, processing, storage, and distribution of instructional materials;

offer one-on-one assistance and training when necessary to individuals in Instructional Services;

perform other duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

Local area and wide area networking;

policies, regulations, and operational procedures relative to the acquisition and utilization of instructional materials;

communication skills for one-on-one help and training situations.

Must have current working knowledge of productivity software, web publishing, E-mail, database management and accessing the Internet on the microcomputer.

#### Ability to:

Perform a variety of different functions with a considerable degree of initiative to solve technical problems with computer hardware and software in The Learning Center;

be proficient in all phases of desktop publishing, including a variety of productivity software and the operating systems of Macintosh OS and Windows 95/NT is preferred.

work a flexible schedule (late evenings and Saturdays);

work with bilingual clients is desirable.

Experience:

Two (2) years or more of responsible or specialized clerical experience preferable with experience in an instructional setting;

experience in web publishing and database management preferred.

Education:

Equivalent to completion of the twelfth grade.

Coursework or training in instructional technology, technology assistance, office management, or a closely related field desired;

at least one year of this experience may be in a training lab or computer related field in which instruction or assistance in software was performed.

Certification in computer skills or networking is desirable.

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

12/18/15

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