

JOB DESCRIPTION
Nebo School District

Instructional Technician - Distance Learning

Purpose Statement

The job of Instructional Technician - Distance Learning is done for the purpose/s of providing support to the distance learning instructor and students at the distance learning center. Duties include setting up distance learning equipment and learning materials and monitoring equipment and students during the learning session.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the School Administration

Essential Functions

- Confers with Distant Learning instructional staff as may be appropriate regarding instructional techniques, organization of practices, etc. for the purpose of providing guidance, mentoring and/or computer support.
- Monitors students during instruction and examinations for the purpose of providing support , guidance and maintaining integrity of test results.
- Prepares equipment and lab areas (e.g. setting up television/computer connections, arranging desks, printers, handouts, etc.) for the purpose of ensuring equipment and lab areas are in safe, proper working condition and reading for instructional purposes.
- Responds to needs and requests of teachers and students in relation to the operation and use of the instructional lab for the purpose of providing support of the effective operation of the instructional lab for instructors and students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in using pertinent software applications operating standard office equipment preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: of basic computer and printer function and operation.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with

detailed information/data setting priorities communicating with diverse groups Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt