

TECHNOLOGY INSTRUCTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position responsible for the teaching of technological resources currently available to a selected population of potential users. The incumbent meets with those with overall responsibility for the program to develop an appropriate course of instruction. The work is performed under the direct supervision of the Librarian. Supervision may be exercised over the work of volunteers.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Meets with supervisor or administration to develop a technology based instructional program for targeted populations;
2. Provides group and/or individual instruction on the use of current technology available, such as general computer usage, the use of common packaged software, on-line employment resources, the use of e-government services, etc.;
3. Researches the internet to keep abreast of current resources available in selected areas of interest;
4. Maintains detailed records of program activity and makes periodic reports as requested;
5. May review training programs to assist in determining programs effectiveness;
6. May provide assistance to library staff and others.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theory, principles and techniques of general instruction;
Knowledge of the principles of curriculum development and the evaluation of training materials;
Knowledge of the use of the internet and basic software packages;
Ability to plan and implement course outlines and lesson plans;
Ability to communicate clearly and effectively both orally and in writing;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of work experience in computer training.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year).

DP0325

ADOPTED: 07/07/10