



EMPLOYEE NAME: _____

Revised: 2/05; 4/08; 2/12, 10/12; 4/14; 3/17; 6/18;8/20

JOB DESCRIPTION

POSITION TITLE: Technology Trainer Support Specialist	JOB CODE: 441Y
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Special Education	WORKDAYS: 198
REPORTS TO: Supervisor, Teaching & Learning Support and Specialized Services	PAY GRADE: NZ00 (Based on NCT8 Rank VIII)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists with the implementation and usage of the Teaching & Learning Support and Specialized Services Department's data management system; supports orientation sessions for teachers new to the data management system; supports enrollment clerks with identifying student names for the data management system; collects and reviews special education data.	

REQUIREMENTS:

1.	Education Level: High school diploma or GED required; associate degree with concentration in technology preferred
2.	Certification/License Required: None
3.	Experience: 3 years of experience with technology hardware, software, and web-based applications; experience conducting training classes; 3 years of experience with working knowledge of special education processes or generalized knowledge of student Information systems preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; working conditions require travel between school and working in school environment
5.	Knowledge, Skills, & Abilities: Written and oral communication skills; the use of computers and related equipment; ability to conduct training sessions in individual and computer lab settings; basic understanding of relational databases; knowledge of Microsoft Office Word and Excel; strong interpersonal skills; time management; ability to work with multi-level leadership

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supports training on use of all Special Education Department data systems (Web-Based IEP System, CTLS, CSIS, On-Track, aXs record scanning).
3.	Provides various data reports from Special Education Department Data Systems (Web-Based IEP System, CTLS, CSIS, On-Track, aXs record scanning).
4.	Assists with compliance, due process, and meeting required timelines by monitoring special education data and providing reports including reports from Department of Education (DOE) for students with disabilities entering the district.
5.	Troubleshoots navigational issues for users of Special Education Department data systems (Web-based IEP System, CTLS, CSIS, On-Track, aXs record scanning and internet browsing capability).
6.	Supports enrollment clerks, data clerks, school schedulers, and special education staff in the collection of FTE, student record and student class data entry, and the resolution of state reporting errors.
7.	Assists teachers and schools with documentation of classroom and testing accommodations for students with disabilities.
8.	Supports technology in resolving Web-Based IEP users account access issues through the help desk ticket application.
9.	Provides data and reports on student transportation for students with disabilities.
10.	Provides support for extended school year set up.
11.	Provides data to school administrators to assist with course scheduling in Synergy for students with disabilities.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____