

JOB DESCRIPTION
Grossmont Union High School District

INSTRUCTIONAL SUPPORT TECHNICIAN

Purpose Statement:

The job of Instructional Support Technician is done for the purpose/s of designing, laying out, producing, implementing and maintaining instruction and professional development materials for teachers and administrators Districtwide; ordering, receiving and delivering materials; monitoring associated budgets; writes, edits and produces various publications; coordinating the instructional materials adoption process; and provides support to professional development programs.

This job reports to Assigned Administrator

Essential Functions

- Communicates with others (e.g. outside suppliers, graphic artists, photo graphics specialists, consultants, reprographics, publishers, printers, staff, etc.) for the purpose of designing instructional and professional development materials.
- Coordinates copyright permissions and contracts with publishers for the purpose of ensuring compliance with pertinent laws/regulations.
- Coordinates instructional materials adoption and implementation processes for the purpose of ensuring that District objectives are achieved.
- Delivers and picks up instructional and professional development materials and related items as assigned for the purpose of ensuring the availability of materials as needed.
- Develops timelines and other planning and time management aids (e.g. schedules meetings/workshops, registers participants, etc.) for the purpose of facilitating organization, setup and communication relating to instruction and professional development.
- Prepares materials and sets up professional development classroom for the purpose of preparing for presentations.
- Produces a variety of materials (e.g. training schedules, presentation materials, instructional materials, publications, newsletters, etc.) for the purpose of supporting District instruction and professional development.
- Responds to inquiries for the purpose of providing information and/or direction as may be required.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends meetings as assigned for the purpose of conveying and/or receiving information to keep abreast of publishing technology.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; utilizing laser printers, color printers, digital scanners/cameras, photocopiers, USB ports, etc.; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; web design and publishing, Dream Weaver, Fireworks, FTP, Acrobat; desktop publishing print designing and production, Photo Shop, Illustrator and In Design; and related equipment; and office application software.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 65% sitting, 15% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 42