PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

COMPUTER SYSTEMS TRAINER

DEFINITION
Under general supervision to develop training programs and associated learning material in the use application software residing on the districts' central computer and on DOS personal computers; to plan, organize and coordinate user training; to develop user, operator and programming documentation; to provide technical assistance to users and department members, and to perform other duties as required.

SUPERVISION RECEIVED AND EXERCISED
Director, Information Services.

EXAMPLES OF DUTIES
Duties may include, but are not limited to the following:

Develop training courses with associated learning materials and provide user training in the use of new and existing K-12 application programs, operating systems, and related computer software and equipment. Write, modify and distribute user documentation, computer operational manuals and guides to appropriate personnel. Coordinate and provide user assistance to district personnel. Maintain knowledge of microcomputer equipment and available software. Assist in the development of near, mid and long term planning pertaining to software applications, hardware needs and training. Organize and conduct group meetings. May maintain user directory, system and software security and software licensing information. Prepare reports, and perform other duties as required.

QUALIFICATIONS
Knowledge and Abilities
Knowledge of microcomputer and K-12 school district computer application. Know of office automation applications and procedures. Knowledge of systems analysis and training techniques. Ability to establish and maintain good working relationships. Ability to interpret and implement operating instructions. Ability to develop training programs an associated learning material. Ability to write meaningful user and system documentation. Ability to prepare clear and concise reports. Ability to conduct singular and group training sessions.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

<u>Experience</u>
Three years experience in a responsible data processing position or in a training environment related to data processing.

<u>Training</u>
Demonstrated knowledge of training and systems analysis techniques.

Reviewed and agreed to by:

Incumbent:_____ Date:_____

BOARD APPROVED: SEPTEMBER 27, 1994