

Job Description

Natrona County School District #1

Job Code 545

Instructional Technician

Purpose

The job of Instructional Technician is done for the purpose/s of producing and presenting educational programs for students; maintaining equipment related to the functions of the program; performing demonstrations and presenting programs; creating informational materials for distribution to students, teachers and other interested parties.

This job reports to Director of Teaching and Learning or Building Principal.

Essential Functions

- Assists in the development of educational programs and activities for the purpose of educating and inspiring a variety of individuals and groups about instructional topics.
- Delivers educational content in a variety of settings (e.g. camps, classrooms, planetarium, conferences, greenhouses, etc.) for the purpose of providing requested services and materials.
- Maintains equipment and inventory used for the program for the purpose of providing usable equipment for professional development, community outreach, science kits, etc.
- Prepares exhibits (e.g. displays, interactive computer games, program displays, etc.) for the purpose of increasing interest and awareness of the educational program.
- Prepares a variety of written materials (e.g. program summaries, flyers, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information (e.g. materials for public and teacher use, etc.).
- Procures supplies, materials, and equipment (e.g. camps, classrooms, planetarium, greenhouse, conference, etc.) for the purpose of delivering educational content.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Trains and mentors students, interns, assistants, volunteers and others for the purpose of conveying information necessary to complete assigned tasks.

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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing complex software applications to create soundtracks, image manipulation; animation; illustration, etc.; preparing scripts; operating current generation planetarium projectors and control systems; and maintaining equipment found in a planetarium or greenhouse.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: general astronomy; greenhouse gardening; pertinent software applications; concepts of grammar and punctuation; telescopes, projectors or optical equipment used in planetarium; audio systems and electronic equipment; and photography used to create planetarium visual effects, and a wide variety of music scores; and general science.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, including working evenings and weekends as needed; communicating with diverse groups; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

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

Experience: Job related experience is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date
8/22/2017

Salary Grade
52

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (please print): _____

Employee Signature: _____ **Date:** _____