

HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue – Hemet, CA 92545-3637 – (951) 765-5100

LEARNING MANAGEMENT SYSTEM TECHNICIAN

JOB SUMMARY

Under general supervision of the Director of Professional Development perform skilled work in development and maintenance of the district Learning Management System, work with district departments and sites requiring technical support for specific data development, and perform essential job duties and responsibilities other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Maintain and update the Learning Management System (LMS);
- Review data to be entered to determine accuracy of information and completeness of entries;
- Enter or oversee the entry of new data in to the LMS;
- Assist users in resolving technical problems regarding the LMS;
- Compile data and information and prepare and maintain a variety of records, logs and files;
- Generate complex reports regarding the LMS;
- Maintain files, source documents and related data;
- Work with department personnel to resolve software malfunctions;
- Operate a variety of office equipment including a computer, printer, scanner, copy machine;
- Contact contributing staff members concerning discrepancies related to record keeping;
- Consult with District personnel to develop efficient mechanisms for gathering and compiling data;
- Serve as a resource to administrators, teachers, and staff;
- Perform other related duties as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE ABILITIES

Knowledge of:

- Computer use including operating systems, internet access and browsers, and related computer software;
- Modern office methods and procedures including the preparation of business correspondence and reports, filing, standard office equipment operation;
- Correct English usage, spelling, grammar and punctuation;
- Applicable state laws, District policies, procedures and other regulations governing the program or area of assigned responsibilities;
- Receptionist and telephone communications techniques when providing information to the public in person or on the telephone.

Ability to:

- Learn and utilize new and current technologies;
- Perform responsible clerical work of more than average difficulty, involving use of independent judgment;
- Independently make reports and keep difficult records;
- Ability to demonstrate skill levels necessary to operate district database systems and other Microsoft applications;
- Ability to quickly learn new programs at a proficient level;
- Organize tasks, set priorities and meet deadlines;
- Understand, interpret, and explain a variety of policies, laws, rules and regulations;
- Communicate clearly, both orally and in writing.

LEARNING MANAGEMENT SYSTEM TECHNICIAN

(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to: (Continued)

- Perform simple & complex repetitive tasks;
- Manage multiple tasks;
- Understand and carry out oral and written directions;
- Respond appropriately to direction & changes in the work setting;
- Develop and maintain effective working relationships with those contacted in the course of work;
- Demonstrate good judgment & good problem-solving skills;
- Perform duties quickly and accurately;
- Work effectively despite frequent interruptions.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school and possession of the knowledge and abilities listed above.

Experience: Two (2) years of increasingly responsible clerical and technical experience with computer operating systems ; OR one (1) year of experience at/or equivalent to the level of Clerk III in the Hemet Unified School District

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record, and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

Physical Demands: Sitting (up to continuously); stand, walk. Bend, stoop, look up/down (Occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard; mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing, hearing and speaking.

Working Conditions: Indoors office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

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(Continued)

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

January 2015

Range 31