

INSTRUCTIONAL ASSISTANT - COMPUTER

DEFINITION:

Under daily direction of a classroom teacher and general supervision of the Principal or designee, assists instructional staff and students in understanding, use and care of computer hardware and software; performs a variety of clerical tasks to support the student instructional program; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

Positions are distinguished from the class of Instructional Aide by their focus on providing information, instruction and direction to students and/or adults towards computer literacy. Incumbents must possess a basic knowledge of computer operations and be able to work independently. Some positions work in a laboratory setting, others in more individual or specialized environments.

EXAMPLES OF DUTIES:

Gives instruction, tutors individuals and/or groups in computer operations and activities, reinforcing and following-up as necessary; *E*

Monitors and assists students in a variety of activities such as drill, practice, study habits and research in a variety of subject areas utilizing a variety of instructional materials/software according to instruction/guidance of certificated staff; *E*

Assists certificated staff with the presentation of learning materials; *E*

Under certificated direction, researches and prepares instructional, motivational and other material as well as letters, notices and other communications; *E*

Operates a variety of computer and peripheral equipment; *E*

Keeps current in knowledge of computer hardware/software used at the school assigned; *E*

Serves as a resource for computer knowledge, operations and activities; *E*

Maintains and assists in maintaining an orderly, clean, attractive, stimulating and disciplined learning environment;

Performs a variety of clerical work such as filing, compiling duplicating and recording information and materials;

Takes and keeps inventory;

Answers telephone.

SUPERVISION:

General supervision is received from the school principal or designee. Daily direction is received from a classroom teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:**Knowledge of:**

Methods, procedures, techniques and routine upkeep of microcomputers and associated peripheral hardware and software;

Current trends in computer literacy;

Appropriate English usage, spelling, grammar and punctuation;

Simple record keeping, basic mathematics;

General needs and behavior of children.

Ability to:

Rapidly learn and apply District and School procedures and practices;

Accurately assess situations, independently make appropriate judgments;

Provide instructional assistance and technical advice regarding computers to students and others;

Operate a variety of computer and peripheral equipment;

Determine what are and retain privileged communications;

Change priorities rapidly based on teacher requirements;

Perform simple mathematical computations;

Do a variety of clerical tasks;

Understand and carry out instructions;

Establish and maintain effective work relationships.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and pass the Instructional Assistant Competency Examination is required.

Some additional education in personal computer usage and applications software is desirable. Some experience involving the supervision of children's activities is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 20 pounds; frequently uses arms, hands and fingers on both hands, communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or computer laboratory environment; works inside; has constant direct contact with students and other district staff and is frequently exposed to minor contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor.

Last revised 5/96

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