



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - COMPUTER II

JOB SUMMARY:

Under general supervision of the site administrator or designee and direction of certificated staff, performs a wide variety of services associated with the instructional program in the computer lab, classrooms, and other school site facilities; provides instructional and technical assistance individually and in groups to students and staff; responsible for operating, maintaining, troubleshooting, repairing computer hardware, software and other technology equipment.

CLASS CHARACTERISTICS:

This classification is the second level of Instructional Assistants supporting technology programs of the District. Positions are distinguished from the class of Instructional Assistant Computer I by their focus on setting up and overseeing a site based computer lab, assisting staff in using mobile labs, performing site based duties in the maintenance and repair of computer equipment, software, and peripheral devices. This is an instructional position having considerable contact with students, and school staff generally supportive of instruction. Incumbents work within a framework of established procedures and are expected to perform a wide variety of computer technical operation and instructional support.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job*):

Provide instructional assistance to individuals or groups of students using computer equipment and software; answer questions, load, restore, and start programs as needed; assist students in utilizing computer equipment and instructional material for projects; *E*

Confer with and assist certificated staff in planning and choosing appropriate software to complement lesson plans, order or recommend purchase of software and supplies as needed; preview and evaluate programs for purchase; *E*

Demonstrate and instruct students in the appropriate use of computers and peripheral equipment; monitor individual or groups of students in computer activities and correct student work as assigned; *E*

Assist in observing and controlling behavior of students according to approved policies and procedures; consult with certificated staff regarding student progress and behavior; maintain student records related to use of computers and peripheral equipment; *E*

Perform a variety of clerical duties including preparing and maintaining software program and inventory catalog, records of computer activities in labs and classrooms, schedules, assignments, and student records as related to computer use; *E*

Evaluate and resolve computer problems, troubleshooting moderately difficult hardware and software problems making repairs when possible; *E*

Troubleshoot, repair and assist site staff with set-up of technology equipment; *E*

Install, maintain and repair computer lab and/or classroom hardware and software packages; *E*

Assure proper operation and security of the computer lab; operate, adjust and assure the internal and external cleanliness of computers, disk drives, printers, perform minor maintenance on a variety of network and stand-alone computers; *E*

Facilitate regular maintenance of hardware and software in conjunction with District Information Services Department; *E*

Maintain a clean, orderly, and functional computer lab; perform regular cleaning of computer peripherals, mobile devices, and audio-visual equipment; *E*

Participate in meetings, in-service training programs as assigned;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the site administrator or designee. Direction is received from certificated staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation, adjustment and maintenance of computer and peripheral equipment;
- Network, hard disk computer system, operating systems, programs for computer assisted instruction;
- Computers and computer use in an instructional environment;
- Regular classroom subjects including language arts, reading, mathematics and other.
- Basic record keeping techniques;
- Commonly used software such as Microsoft Office programs and internet browsers
- Principles of computer maintenance and techniques;
- Child guidance and practices.

Ability to:

- Provide instructional assistance to students in a classroom environment;
- Set-up new computers, including formatting disks and installing software;
- Operate and demonstrate the use of computers and peripheral equipment;
- Select programs and related materials appropriate for subject and grade level according to established guidelines;
- Learn methods and procedures required to effectively coordinate the operation of a school computer lab;
- Communicate effectively with children and adults;
- Observe and control student behavior according to approved policies and procedures;
- Use Microsoft Office, and Smart board software;
- Understand and carry out instructions;
- Work independently with minimal direction;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Pass the Instructional Assistant Competency Examination;
- Associate degree in computer science or related field is desirable.

Experience:

- One (1) year of computer operations experience including the troubleshooting and maintenance of computer hardware and software.
- Some experience working with school-age children in an organized setting.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Works inside in a normal office environment, predominately seated, using a computer, calculator and telephone; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in an office environment; has direct and indirect contact with other district staff; works without guidance from supervisor; may work with high volume, tight deadlines and be subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

New Classification Approved by Personnel Commission: 7/10/14

Job Description Review and Revisions Effective: 7/9/15