

**JOB TITLE:            INSTRUCTIONAL ASSISTANT - COMPUTER LAB**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To assist a certificated teacher(s) by performing instructional support tasks and child care activities; to supervise students and perform a variety of related duties in support of an effective learning environment utilizing computer software and hardware. Employees in this classification receive general supervision from a certificated teacher(s) and/or school administrator within a well-defined framework of policies and procedures. This job class provides a variety of responsible instructional support activities to enhance the educational environment within the District. This job class requires a high degree of positive contact with both students and certificated staff.

**TYPICAL DUTIES**

- Assists certificated teacher(s) in implementing curriculum for a specialized area of instruction, including but not limited to software applications and hardware
- Implements learning situations which may include individualized instruction; creating learning centers and/or researching instructional programs for the specific needs of an assigned area
- Assists in supervising students to maintain an effective learning environment; disciplining when necessary
- Assists in organizing learning and/or child care environments; setting up materials for daily activities, maintaining neat and orderly classroom/teaching/recreational centers
- Prepares instructional materials for use in the classroom; types, makes dittos, copies, gathers appropriate resource information and materials as designated by teacher(s)
- Administers tests as assigned
- Corrects tests and daily assignments
- Assists in developing and maintaining informational and operational records and files
- Provides teacher(s) and school administrators with relevant feedback and information on students' progress through observation and daily contact
- Assists in developing a set of goals and objectives for each student according to curriculum and program requirements
- Confers with teachers, and/or program coordinators, regarding students' progress, program evaluation, problem areas, etc.
- Escorts students outside a classroom situation; ensuring students' safety, social integration, or security
- Performs related duties as assigned

**MINIMUM QUALIFICATIONS - ESSENTIAL JOB REQUIREMENTS**

- Possess a high school diploma or equivalent
- Completion of two years (48 semester units) of study at an institution of higher education, OR possess an associate's degree (or higher) from a recognized college or university, OR must have passed an approved test that demonstrates the necessary knowledge and ability to assist in the instruction as well as knowledge of language arts and math. Applicant needs to meet only one (1) of the preceding requirements.

INSTRUCTIONAL ASSISTANT - COMPUTER LAB  
Page 2

MINIMUM QUALIFICATIONS (Continue)

- Knowledge of proper English usage and grammar
- Knowledge of pertinent academic areas and learning situations
- Knowledge of the general needs and behaviors of children
- Knowledge of policies, regulations and guidelines as they relate to use of software; specifically, copyright laws and use of licensed materials
- Skill to operate various software applications
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to understand the needs of children and to effectively relate to these needs in a specific learning situation
- Skill to analyze situations accurately and adopt an effective course of action
- Skill to effectively supervise students in a variety of situations
- Skill to maintain calm and patience in stressful situations
- Ability to stand and walk for prolonged periods. Significant physical abilities include lifting/carrying, stooping/kneeling/crouching, reaching, handling/fingering, talking/hearing conversations, near visual acuity
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties

May require:

- Skill to speak, read, and write specified foreign language where required
- Supplementary course work and additional training in use of computers and software