

# WISEBURN UNIFIED SCHOOL DISTRICT

## TECHNOLOGY AIDE

### DEFINITION

Under the direction of the school principal and/or assistant principal, perform a variety of duties involved in providing students with regular Science Technology Engineering and Math (STEM) experiences throughout the school term; support the classroom teachers in the development and preparation of technology and early engineering experiences for students. The technology Aide is responsible for the operation and maintenance of a technology space at an assigned school site(s); provide training and assistance to students and staff concerning the use of computer programs for instructional purposes.

**REPORTS TO:** School Principal or designee

**DISTINGUISHING CHARACTERISTICS:** N/A

### EXAMPLES OF DUTIES:

- Oversee and manage the technology space school site(s) including set-up, clean-up, and resetting of all materials between classes
- Develop procedures, teach and monitor student safety protocols, as well as procure needed equipment and supplies.
- Collaborate with teachers and support classroom work; related to STEM based lessons
- Develop STEM activities
- Provide reinforcement of instruction to individuals or groups of students in the use of computers, software, and related peripheral equipment; answer questions and perform demonstrations as necessary
- As appropriate, prepare equipment for student and staff use
- Coordinate daily use of technology space; schedule the use of the technology space
- In the technology lab, operate, adjust and maintain a variety of computers and peripheral equipment; refer major maintenance and repair needs to appropriate personnel.
- Communicate with other departments, staff and school administrators concerning the operation and maintenance of technology lab computers and peripheral equipment
- Perform a variety of clerical duties in support of the technology space activities such as preparing, typing, duplicating and filing instructional materials
- Maintain routine records related to assigned activities; assist with designing and printing various materials
- Attend assigned meetings, conferences and in-services
- Perform related duties as assigned

### DESIRABLE QUALIFICATIONS:

#### Knowledge of:

- Operation, adjustment and minor maintenance of computers, software applications, and peripheral equipment
- WUSD Acceptable Use Policy for Electronic Resources
- Computers and computer use in an instructional environment
- Safe practices in technology space activities
- Requirements of maintaining a technology space in a safe, clean and orderly condition
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading. Basic instructional methods and techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary

- Classroom procedures and appropriate student conduct
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Basic record-keeping techniques

**Ability to:**

- Provide reinforcement of instruction and assistance to students in a computer lab
- Provide basic training and assistance to certificated and classified employees
- Plan lessons and schedule use of technology space
- Operate and demonstrate the use of a variety of computers, software applications and related peripheral equipment
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Monitor, observe and report student behavior and progress according to approved policies and procedures
- Observe health and safety regulations
- Maintain routine records

**Experience:**

One year of paid or volunteer experience requiring clerical skills, computer skills and working with school-age children desired.

**Education and/or Licensure:**

Complete at least two (2) years of study at an institution of higher education (college level) or forty-eight (48) semester units, including a math and an English class; or obtained an associate's (or higher) degree; or pass an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing and mathematics readiness.

**WORKING CONDITIONS:**

**Environment:**

School library or classroom environment

**Physical Abilities:**

<b>Vision (which may be corrected)</b>	to view a computer monitor and to monitor student activities.
<b>Hearing (Which may be corrected)</b>	to exchange information.
<b>Speech</b>	to exchange information.
<b>Dexterity of hands and fingers</b>	to operate a computer keyboard and peripheral equipment.
<b>Sitting for prolonged periods of time</b>	As required by the job.
<b>Bending at the waist</b>	kneeling or crouching to assist students.
<b>Strength</b>	Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.