

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: INSTRUCTIONAL TECHNOLOGY ASSISTANT

BASIC FUNCTION:

Under the direction of the school principal or assigned supervisor, provides first tier technical support and instructional assistance to individual or small groups of students and/or staff in a learning environment which utilizes technology equipment; provides instruction in the care and use of technology devices, hardware, and software; monitors and reports student progress relative to behavior and performance; provides technology device assistance; maintains record for purposes of technology equipment and device inventory as well as database and software user account information. Positions in this classification are entry level Technology Assistants and will support school staff and students focusing on technology literacy, use and maintenance.

ESSENTIAL DUTIES:

Maintains current knowledge of technology, devices, and software used in education.

Provides information, instruction, and direction to students and/or adults in technology literacy, including terminology, operation, and use of instructional program software.

Oversees student behavior when using technology equipment according to established guidelines and procedures.

Assists students with the operation of technology devices and encourages students to interact with technology devices to support learning and growth.

Prepares site based computer labs, mobile labs, and classroom devices for daily use, including preparing equipment, programs, and software for student use.

Collaborates with staff to prepare lessons and instructional modules.

Provides first line technology assistance to students and other personnel in maintenance and troubleshooting of computers, printers and other technology equipment.

Conducts inventory and tracks electronic, digital, and media resources, tools, and equipment, including student and staff user information for programs maintained by the site; communicates with technology department for district level system administration.

Maintains, distributes, and accounts for inventory of hardware, software and related technology materials.

Maintains technology equipment in a clean, safe, orderly condition; maintains files; contacts appropriate district staff for equipment servicing or repair needs.

Maintains records; prepares and submits reports related to student progress and technology device usage.

Provides information and assistance, and recommends instructional software for teachers.

Assists students by providing proper example, emotional support, a friendly attitude, and general guidance.

Assures the health and safety of students by following health and safety needs.

OTHER REPRESENTATIVE DUTIES:

CLASSIFICATION STATEMENT -- INSTRUCTIONAL TECHNOLOGY ASSISTANT

Page 2

Maintains current knowledge of computers used in education; provides information and assistance, and recommends instructional software for teachers.

Confers, as needed, with teachers concerning programs and materials to meet student needs.

Maintains records; prepares and submits reports as required or assigned.

May monitor student Internet access as outlined in the Acceptable Use Agreement (AUA).

Directs group activities of students, as assigned.

May load software, format, and prepare electronic storage/back-up technology generated data.

Installs necessary software to campus technology devices as needed.

Participates in meetings and in-service training programs as assigned.

Performs other related duties, as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
- (1) Is responsible to and evaluated by the principal of the school(s) to which assigned.
 - (2) Receives direction or supervision from the certificated teacher(s) or specialist(s) to which assigned.
 - (3) May provide limited direction and guidance to volunteers and student helpers.

- Internal Contacts:
- (1) Continuous contact with teachers and students.
 - (2) Continuous contact with the school principal, school office staff and other school personnel.
 - (3) Continuous contact with District office computer technicians and technology personnel.
 - (4) Some contact with other instructional assistants, custodial employees, and noon duty personnel.

External Contacts: Some contact with vendors and other technology service providers.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.

Basic subjects taught in elementary schools, including arithmetic, grammar, spelling, language, and reading.

Operation of technology equipment.

CLASSIFICATION STATEMENT -- INSTRUCTIONAL TECHNOLOGY ASSISTANT

Page 3

Basic computer terminology and instructional techniques.

Safe practice for in-classroom and computer lab activities.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing communication skills.

Oral and written communication skills.

Interpersonal relations skills, using tact, patience, and courtesy.

Record-keeping techniques.

ABILITY TO:

Operate personal technology devices and related software commonly used by students.

Utilize a technology device, hardware, software and network.

Troubleshoot common technology device and software problems.

Assist with instruction related activities in a learning environment.

Tutor and assist students in technology device operations skills.

Update technology programs.

Remain current, continuing knowledge of technology devices and software.

Oversee and control student behavior in accordance with approved policies and procedures.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Learn the procedures, functions, and limitations of assigned duties.

Plan and organize work.

Move and set up technology devices and related equipment.

Operate instructional and office equipment.

Perform clerical duties, such as filing, duplicating, and maintaining simple records.

Understand and follow both oral and written directions.

Communicate effectively with children and adults.

CLASSIFICATION STATEMENT – INSTRUCTIONAL TECHNOLOGY ASSISTANT

Page 4

Read, interpret, and follow rules, regulations, policies and procedures.

Work confidentially with discretion.

Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- High school diploma or equivalent and college-level course work directly related to technology, computer science or computer repair.
- and
- Two years of experience in supporting students and/or staff in the operation of technology, technology devices and peripheral equipment.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License and insurability by the District's insurance carrier.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; repetitively use fingers on both hands simultaneously, reach with hands and arms; talk and communicate clearly and is able to understand normal voice conversation. The employee is frequently required to stand, walk, stoop, kneel, crouch and climb or balance. The employee must frequently and safely lift, carry and/or move objects weighing up to 25 pounds and sometimes lift objects weighing up to 60 pounds. Specific vision abilities used while performing this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to see small details in an office environment.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE: 7/99
APPROVED BY:	<u>Board of Trustees</u>	DATE: 11/5/87
APPROVED BY:	<u>Personnel Commission</u>	DATE: 4/20/93
REVISED BY:	<u>Personnel Commission</u>	DATE: 8/24/99
REVISED BY:	<u>Personnel Commission</u>	DATE: 4/26/05
REVISED BY:	<u>Personnel Commission</u>	DATE: 01/2017

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