



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT – COMPUTER I

JOB SUMMARY:

Under general supervision of the site administrator or designee and direction of certificated staff, assists certificated staff and students in the understanding, use and care of computer hardware and software, assists in conducting instructional computer-based activities; troubleshoots and performs general maintenance and repairs to computers and peripheral equipment; and performs a variety of clerical tasks to support the student instructional program.

CLASS CHARACTERISTICS:

This classification is the first level of Instructional Assistants supporting technology programs of the District. Positions are distinguished from the class of Instructional Assistant by their focus on providing information, instruction and direction to students and/or adults towards computer literacy. Incumbents must possess comprehensive knowledge of computer operations and be able to work independently. Some positions work in a laboratory setting, others in more individual or specialized environments.

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

Give instruction, tutor individuals and/or groups of students in computer operations and activities at an assigned school site; *E*

Meet with certificated staff to coordinate lessons and support classroom work with appropriate computer programs to integrate with classroom curriculum; select and present proper instructional materials for students; *E*

Monitor and assist 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*

Coordinate and schedule computer lab time with certificated staff within the assigned school site; *E*

Prepare equipment for students and staff use; operate, maintain and provide technical support for a variety of computers and peripheral equipment; troubleshoot and perform general maintenance and repairs to computers and peripheral equipment, advise appropriate staff of needed repairs or maintenance; *E*

Assist in observing and controlling student behavior according to approved policies and procedures; consult with certificated staff regarding student progress and behavior; *E*

Under direction of certificated staff, research and prepare instructional, motivational and other materials for computer lab or demonstration; *E*

Update and maintain a variety of student databases and assist students and certificated staff in conducting online assessments; *E*

Keep current in knowledge of computer hardware/software used at the school assigned; effectively learn, provide orientation and demonstrations to students and staff on the use of software programs; *E*

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

Maintain and assist in maintaining an orderly, clean, attractive, stimulating and disciplined learning environment;

Perform a variety of clerical work such as answering the phones, taking messages, filing, compiling duplicating and recording information and materials;

Store and maintain inventory of equipment and materials;

Participate in meetings, conferences and 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:

- Methods, procedures, techniques and maintenance of computers, and associated peripheral hardware and software applications;
- Current trends in computer literacy;
- Computers and computer use in an instructional environment;
- Requirements of maintaining a computer lab in a safe, clean and orderly condition;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Basic record keeping;
- Regular classroom subjects including language arts, reading, mathematics and other.
- General needs and behavior of children and basic instructional techniques.

Ability to:

- Provide instructional assistance and technical advice regarding computers and software applications;
- Operate a variety of computer and peripheral equipment;
- Diagnose and repair minor computer problems;
- Help staff write tickets for assistance from Information Services as needed;
- Plan and schedule use of the computer lab;
- Maintain inventory and organize computer classroom supplies;
- Determine what are and retain privileged communications;
- Rapidly learn and apply District and school procedures and practices;
- Accurately assess situations, independently make appropriate judgments;
- Change priorities rapidly based on school needs;
- Perform simple mathematical computations;
- Perform a variety of clerical tasks;
- Understand and carry out instructions;
- Observe and control student behavior according to approved policies and procedures;
- 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;
- Additional education in personal computer usage and applications software is desirable.

Experience:

- Six (6) months of experience resolving problems with computers, hardware, software and networking.
- Some experience involving the supervision of children's activities in an organized setting is desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 5/96

Revisions effective 6/12/03, 11/14/2013, 7/10/14

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