

COMPUTER INSTRUCTIONAL ASSISTANT
COMPUTER INSTRUCTIONAL ASSISTANT MOBILE LAB

DEFINITION

Under the general supervision of a classroom teacher, to assist in providing specialized instruction, and supervising in classroom activities in the mobile laboratory or classroom; to relieve teachers of routine clerical and authorized instructional duties, and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS

Positions may be subject to special funding. Incumbents are prohibited from initial teaching and assigning grades to pupils, but may reinforce a lesson initiated or prescribed by the teacher. Additionally, incumbents may not give out any information concerning any pupil to any person other than a site level teacher, administrator, or authorized district staff member.

ESSENTIAL FUNCTIONS

Organizes materials for computer laboratory or classroom instruction.

May obtain and run computer programs for students as indicated by standardized test results.

Assists students in routine studies, including computer related instruction as well as specific skill weaknesses.

Assists students or small groups of selected pupils with assignments directed by and under the supervision of a teacher.

May type materials for computer and classroom instruction.

Maintains records of student participation and scores on instructional materials.

Keeps records of activities of students.

Provides phonics instruction in an approved program.

Performs related duties as required.

QUALIFICATIONS

Successful completion of the District Instructional Assistant Proficiency Test and a computer competency test.

Knowledge of:

Basic computer processes; knowledge of computer programs available for student use; correct English usage spelling, grammar and punctuation; usual social and educational needs of students.

Ability to:

Operate computers and related peripherals (disk drive, printer, etc.); demonstrate working knowledge of the particular computers used in the center; work effectively with a wide variety of personalities and situations requiring tact, judgment, and poise; keep records and prepare simple reports; understand and follow oral and written directions; relate and communicate effectively with students, staff and parents.

Experience:

Varied experience in the area of computers and word processors and work with students in small groups.

Education

Equivalent to completion of the twelfth grade. Relevant classes in computer education desirable.