

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT - COMPUTER LAB

JOB SUMMARY:

Under immediate supervision, performs duties assisting in the operation of a class, a computer lab, or similar learning situations. May perform a variety of clerical or supportive duties; may provide services to students in a language other than English; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Assists in the operation of the Computer Lab.
- Assists teachers in training of students.
- Tutors individual and small groups.
- Distributes and collects papers.
- Assists with supervision of computer center activities.
- Takes inventory.
- Maintains/organizes computer equipment.
- Organizes lab and class scheduling.
- Troubleshoots class and lab equipment.
- Trains staff.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Experience for Instructional Assistant I is one year of working with or caring for children.
- Experience for Instructional Assistant II is satisfactory completion of two years paid experience, working four or more hours daily, three years paid experience working three hours per day, or four years paid experience working two hours per day in the capacity of Instructional Assistant I.
- Ability to establish and maintain effective working relationships with adults and children; perform a variety of above-average, complex tasks; understand and carry out oral and written instructions; prepare reports as required; use good grammar.
- Knowledge of correct language usage, spelling, grammar and punctuation. California State law requires that all personnel working in an instructional setting must demonstrate high school proficiency in the areas of reading, writing and mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.
- High school diploma or GED required. Preferably supplemented by two years college course work in childcare specialization or equivalent.
- Willingness to update and maintain skills by attending workshops and related inservices.

Classified Salary Schedule: Range 17
BOARD APPROVED: 8-19-1997
REVISION DATES: 07/17/2023
08/09/2023