

## **SUNNYVALE SCHOOL DISTRICT**

**June 2018**

**CLASS TITLE: INSTRUCTIONAL TECHNICIAN**

### **BASIC FUNCTION:**

Under the direct supervision of an assigned supervisor, the Instructional Technician will provide program coordination, direct services to students and outreach to parents to meet program goals identified through the Single School Plan.

### **ESSENTIAL DUTIES:**

Provide short-term targeted instruction and/or program services to individuals or groups of students based on identified needs and program goals.

Coordinate and/or provide academic supplement or enrichment in after-school programs.

Coordinate services and/or act as a translator and/or resource person for students and parents informing them on such topics such as: testing, grade placement, school policies, behavior and attendance.

Coordinate and/or provide translation services during Parent-Teacher conferences.

Coordinate and/or administer the appropriate portions of the district language assessment.

Participate in identifying students; track services utilized by students; prepare end-of-year reports for specified programs.

Create, update and submit annual site reports for specified programs.

Serve as site testing coordinator distribute and collect testing materials; track test results; provide testing information to school, District staff and parents as appropriate.

Create, duplicate and distribute newsletters, brochures and handbooks as assigned for specified programs.

Communicate with District staff, parents, advisory committees and outside agencies to exchange information, resolve issues and coordinate activities.

Coordinate advisory committees and schedule meetings; provide information and support to staff, parents and advisory committees during implementation of programs.

Provide orientation to newcomer students and their families regarding the policies, programs, and resources available to them in the district and the Sunnyvale community.

Coordinate volunteer and parent participation in program activities; maintain records of parent participation.

Participate in the development and writing of grant proposals as assigned.

Assist in the research of the school history for new student enrollees.

Direct group activities of students as assigned; assist on the playground and on field trips as assigned.

Operate a variety of office equipment including a computer, copier, paper cutter and laminator.

Monitor and assure the health and safety of students by following health and safety practices and procedures.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Cultures and ethnic backgrounds of Sunnyvale students and families.

Appropriate instructional practices for students with limited English language skills.

Santa Clara County and Sunnyvale School District's policies, programs, resources, services and personnel.

Districts' assessment procedures and practices.

Methods of student assessment.

Telephone techniques and etiquette.

Modern office practices and record keeping techniques.

Applicable sections of State Education Code and other applicable laws.

**ABILITY TO:**

Establish and maintain cooperative working relationships with students, teachers, parents and administrators.

Demonstrate correct English (or other required language) usage, grammar, spelling and vocabulary.

Work effectively with a variety of multi-ethnic and multi-cultural participants.

Adjust work hours as needed in order to attend late afternoon and evening events.

Participate in training sessions to upgrade skills.

Operate office equipment including copier, telephone, fax machine and computer related software.

Plan and organize work.

Work independently.

Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Possess a high school diploma *and* an AA degree from an accredited college or university, *or* 48 semester units from an institute of higher education, *or* have demonstrated knowledge of Language Arts, Mathematics and the Ability to Assist in Instruction (Test).

Pass the language proficiency exam.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and playground environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting and standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Ability to lift up to 25 pounds.

**TERMS OF EMPLOYMENT:**

Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance to Agreement between the Sunnyvale School District and the California School Employees Association.