

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: INSTRUCTIONAL ASSISTANT-COMPUTER RESOURCES (Range 10)

#### **BASIC FUNCTION:**

Under the direction of the Principal, provide instruction and assistance to students and teachers using computer equipment including laser disk players; operate, adjust, maintain and demonstrate the use of assigned computers and related equipment.

#### **REPRESENTATIVE DUTIES:**

Provide instruction and assistance to students and teachers using computer equipment including laser disk players; reinforce classroom curriculum. *E*

Schedule the use of the computer lab; prepare and maintain records and files related to student progress, inventory, use and equipment maintenance. *E*

Prepare, set up and use computer-assisted instructional materials in accordance with program guidelines; confer with teachers concerning student needs and progress; assist teachers with developing computer-related lesson plans. *E*

Operate and adjust a variety of computers and peripheral equipment; turn computers on and off and store required data; report and arrange for repairs according to established guidelines. *E*

Assist in maintaining the computer lab in a clean and orderly condition; store and maintain inventory of available programs, training aids and related materials; order needed supplies and materials; review and recommend software for purchase. *E*

Perform minor repairs and adjustments on computer equipment; clean computer equipment as assigned. *E*

Assure proper care and security of computers; assure that computers, computer programs, tapes and other materials are available for student use. *E*

Participate in meetings, conferences and in-service training programs as assigned.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

Operation and adjustment of assigned computers and peripheral equipment.

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

Updated 6-21-18

*E=Essential duties*

Requirements of maintaining a computer lab in a safe, clean and orderly condition.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping techniques.  
Safe practices in work related activities.

**ABILITY TO:**

Provide instruction and assistance to students in a computer lab.  
Plan and schedule use of computer lab.  
Learn the procedures, functions and limitations of assigned duties.  
Establish and maintain effective working relationships with others.  
Monitor, observe and report student progress and behavior.  
Operate a variety of computers and peripheral equipment.  
Diagnose and repair minor computer problems.  
Work independently with little direction.  
Understand and follow oral and written directions.  
Provide instructional assistance to students in assigned subject areas.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years experience working with children including one year of experience in a computer operations function.

**LICENSES AND OTHER REQUIREMENTS:**

High school diploma or equivalent and must meet one of the following requirements:

- Two years of higher education study (48 semester units); OR
- Associate's or higher degree; OR
- Pass equivalent academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Computer lab or classroom computer center environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer terminal and peripheral equipment.  
Standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Hearing and speaking to exchange information.  
Seeing to view a computer screen and monitor student performance.

**HAZARDS:**

Extended viewing of computer monitor.

Updated 6-21-18

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