CLASS TITLE: **INSTRUCTIONAL ASSISTANT, COMPUTER**

DEFINITION: Under the general direction and evaluation of the school administration, performs work providing prescribed support services to students and staff in a Computer Assisted Instruction Laboratory or designated classroom computer work station; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Assists staff and students with technology skills, with emphasis on computer literacy, in areas such as educational software and applications
- Provides students with orientation and assistance to learn computer operations
- Monitors and adjusts assignments for individual students to ensure students are following teacher planned instruction
- Assists teachers in determining programs which promote technology literacy in the computer laboratory and designated classroom
- Troubleshoots computer, printer and internet problems
- Accomplishes minor equipment repairs and/or arranges for computer repair when appropriate
- Maintains neat and orderly computer lab and/or designated classroom computer work stations
- Managing/coordinating computer lab schedule for optimum use
- Ensuring computers are ready to use by students and teachers
- Assist in teaching students responsible online usage and safety
- Assists teachers and students while using the lab
- Assists students in the use of technology to complete projects, including online research, document editing (formatting, spell check, etc.) in the presence of the teacher
- Keeps principal informed of any changes to the lab (troubleshooting issues)
- Keeps technology clean and orderly

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school; two years experience working with computers; some experience assisting with the computerized instruction of students is desirable.

Knowledge of :

- Methods, practices and terminology commonly used in the use of computers and educational software
- Correct English usage, grammar, spelling, punctuation and basic arithmetic
- General classroom procedures, practices and equipment
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Operating equipment commonly used in a computer laboratory and classroom computer work stations
- Understanding and carrying out oral and written directions
- Communicating clearly, both orally and in writing

Ability to:

- Perform the duties of the position with or without accommodation
- Learn and interpret rules, policies, procedures and regulations

Certificates and Other Requirements:

Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notice (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 400
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 5/2005
Board Revision: 6/22/15