

CLASS SPECIFICATION
Instructional Assistant – Computer

GENERAL PURPOSE

Under general supervision, provides computer and keyboarding instruction to small groups of students in a computer lab; observes, monitors and records student performance; performs troubleshooting and minor repairs on computers and peripheral equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Instructional Assistant – Computer is responsible for providing instruction on the use of computers and computer software to encourage computer literacy. Work assigned to an Instructional Assistant – Computer requires knowledge of computers and software applicable to an area of assignment and the ability to provide instruction to others in an effective manner.

Instructional Assistants – Computer are distinguished from other Instructional Assistant classes in that incumbents in the former class specialize in computer instruction and are required to have a sound knowledge of the basic computer hardware and software used in District schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides instruction to students on the use of computers and computer software and assists students and teachers in the computer lab; provides orientations and demonstrations to students on the use of software programs, including word processing, graphics, database and spreadsheet programs; evaluates student skill level and develops individual work assignments accordingly; meets with teachers to determine programs and materials to meet student needs and reinforce classroom instruction; creates schedules for classroom visits to the lab.
2. Troubleshoots straightforward problems with computer hardware, software and printers; maintains network connections and ensures proper working order; installs and deletes software; inventories and replenishes computer supplies and equipment.
3. Prepares, distributes, collects and files instructional materials; under teacher guidance and direction records student grades and assignment credits; maintains student files; takes classroom/lab attendance and maintains student attendance records.
4. Performs administrative duties in support of the computer lab; duplicates materials and records; enters information into databases and systems; answers the lab phone; prepares supply and work orders and requisitions; operates various office and audiovisual equipment.
5. Ensures a clean and safe learning environment by cleaning and straightening the computer lab; decorates the computer lab, including setting up and maintaining work areas, displays and exhibits.

OTHER DUTIES

1. Attends workshops and in-service training as required.

QUALIFICATIONS

Knowledge of:

1. Operation of standard business and instructional computer software; including word processing, graphics, database, spreadsheet and Internet programs.
2. Practices and techniques of computer hardware and software troubleshooting and repair.
3. Methods and practices of school-age child instruction and tutoring.
4. Correct English usage, including spelling, grammar and punctuation.
5. Administrative practices and procedures, including record keeping and filing practices and procedures.

Ability to:

1. Operate and demonstrate correct usage of various types of computer hardware and software.
2. Troubleshoot and perform minor repairs on computers and related equipment.
3. Operate standard office equipment.
4. Organize and maintain confidential student records and files.
5. Communicate clearly and effectively orally and in writing.
6. Understand and follow written and oral instructions.
7. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
8. Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work.

Education, Training and Experience:

The applicant must have one of the following: Associates degree (or higher) from an accredited institution of higher learning, or 48 semester transferable units or successfully completed a District approved test ie; (CODESP, or CBEST); Applicants must also include a verification of High School diploma/G.E.D if Associates degree is not submitted. Possession of the knowledge and abilities listed above.

Possession of the knowledge and abilities listed above, and at least one year of experience in working with personal computers that would provide the skills, knowledge and abilities required for the position; and at least one year working with school-age children in an educational setting.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel and bend and lift up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a computer lab, and the noise level is generally quiet.

Board Approval 3/19/2009