

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT - TECHNOLOGY

REPORTS TO: TECHNOLOGY COORDINATOR AND/OR PRINCIPAL / DIRECTOR OF STUDENT SERVICES

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under direct supervision of the Technology Coordinator and/or Principal, provides technical support to workstations, end users, either in-person or over the phone. Support will include, but not be limited to preparing students and staff for Smarter Balanced Testing, third party software support, and general maintenance. Additionally, support will include various areas of English Language Arts (ELA) and Mathematics curriculum. This job requires continual student and staff contact. One must work positively and cooperatively and must demonstrate qualities of initiative, dependability, and resourcefulness. Perform other duties as assigned.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent
2. Completion of a Bachelor's Degree or equivalent
3. Special skills in the area of current computer technology

Desired:

1. Experience working with children in an individual or group situation is desirable

KNOWLEDGE AND ABILITY:

1. Knowledge of general objectives of classroom programs
2. Knowledge of school rules and regulations
3. Knowledge of school supplies and equipment
4. Knowledge of limitations of groups involved
5. Knowledge of basic technical knowledge of personal computer operations related to common office productivity software and hardware
6. Knowledge of basic electronic and electrical components found in personal computers, including the terminology
7. Ability to establish and maintain positive relationships with students, staff members, and parents
8. Ability to understand and follow oral and written instructions
9. Ability to maintain a kindly and sympathetic attitude without emotional bias
10. Ability to be familiar with the school's learning materials
11. Ability to operate a variety of computer terminals, printers, and peripheral equipment.
12. Ability to adapt to unusual physical or emotional conditions in a classroom
13. Ability to exercise independent thinking a good judgment at all times

ESSENTIAL DUTIES/TASKS:

1. Assist students and staff with computer use
2. Manage, coordinate and assist in the use of multi-media material and equipment
3. Troubleshoot common software and I/O problems
4. Assist with student supervision
5. Assist in general areas as designated by the Technology Coordinator and/or Principal
6. Supervise safety of students on campus
7. Write up student behavior concerns and report to teacher or administrator

NON ESSENTIAL DUTIES/TASKS:

1. Other duties as assigned

ENVIRONMENT/WORK CONDITIONS:

- **Location:** Work is performed 95% within the school classroom setting. 5% is walking between classrooms
- **Hazards:** May include slippery surfaces
- **Equipment Used:** General office equipment, computer, copier
- **Safety Equipment:** None required

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Frequently; throughout work shift while performing classroom duties
- **Sitting:** Occasionally; while performing classroom duties
- **Lift/Carry:** Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available
- **Bending/Twisting:** Occasionally; at knees/waist/neck while throughout day
- **Push/Pull:** Occasionally, exerting a force of 5-20 pounds; while moving supplies.
- **Climbing/Balancing:** Rarely; may use step stool
- **Kneeling/Crouching/Crawling:** Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required
- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment

MENTAL

- Must possess necessary communication skills, written and oral to complete assignments
- Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students
- Must be able to work independently with assigned student and exercise creative problem solving ability
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students

Adopted: 12/10/13

Revised: 06/23/14