

JOB DESCRIPTION

WU njb 1006

Instructional Services

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Instructional Aide (Computer)

Purpose Statement

The job of Instructional Aide (Computer) is done for the purpose/s of maintaining operation of computer lab; instructing students in the use of lab facilities; and complementing classroom instruction with software applications and computer technology.

Essential Functions

- **Assesses** malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations.
- **Assists** with the development of instructional materials for the purpose of providing a structured approach to learning about computers.
- **Attends** meetings and/or in-service for the purpose of conveying and/or gathering information required to perform functions.
- **Coordinates** scheduling of teachers and technical support personnel for the purpose of maintaining computer lab operations.
- **Installs** computer hardware and software applications (e.g. new computers, peripheral cards, configuring operating systems, configuring programs, printing hardware/software, etc.) for the purpose of providing operational computer technology and instructional materials.
- **Instructs** students and teachers (e.g. interactive encyclopedia, multimedia programs, digital cameras, ClarisWorks, Hyper Studio, etc.) for the purpose of complementing classroom instruction with various software applications and the use of computer technology.
- **Maintains** computer hardware and software applications for the purpose of ensuring availability of equipment and/or instructional material at the site location.
- **Monitors** individual and/or groups of students in various situations (e.g. computer lab, library, playground activities, etc.) for the purpose of providing a safe and positive learning environment.
- **Prepares** a variety of documents (e.g. reports, instructions, memos, funding programs, grants, inventory, etc.) for the purpose of providing written support and/or conveying information.
- **Recommends** computer hardware and software application acquisitions for the purpose of ensuring availability of instructional materials and meeting the technology needs of the district.
- **Researches** various software applications (e.g. educational software, WEB sites, multimedia programs, word processing, etc.) for the purpose of making recommendations regarding technology and instructional materials.

Other Functions

- **Assists** other personnel for the purpose of supporting them in the completion of their work activities.
- **Confers** with teachers for the purpose of assisting in evaluation of students' progress and/or implementing student's objectives.

Job Requirements. – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single technical tasks with occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in computer

lab., classroom and offices; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math including calculation of fractions, percent's and/or ratios; technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: computer networks, Macintosh, personnel computers and peripheral equipment; Internet and educational software applications.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is moderate. Specific abilities required to satisfactorily perform the functions of the job include; adapting to changing work priorities; communicating with diverse groups; setting priorities working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include; working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 10% sitting, 40% walking and 50% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience. Job Related Experience is desired.

Education. AA Degree or two years college credit

Required Testing:

Continuing Educ. / Training:

Certificates & Licenses:

Clearances:

Criminal Justice Fingerprint Clearance

TB Clearance

FLSA Status:

Salary Grade. Classified 3