

Instructional Assistant - School Technology

Purpose Statement

The job of Instructional Assistant - School Technology is done for the purpose of providing support to the educational process with specific responsibilities for providing instruction in computer technology to individual and/or groups of students and staff in a lab or classroom setting under the supervision of the site administrator.

This job reports to Assigned Supervisor

Essential Functions

- Assists staff and volunteers in the use of computers and software for the purpose of providing support to and enhancing classroom instruction.
- Attends meetings, in-service presentations, and may present information to staff for the purpose of acquiring and/or conveying information relative to job functions.
- Designs lessons for and researches instructional practices for the purpose of introducing, instructing, and directing students in the use of technology to enhance learning.
- Develops the schedule for technology instruction in coordination with staff for the purpose of ensuring availability for users.
- Maintains work area for the purpose of ensuring availability of items, providing a safe learning environment, and meeting mandated requirements.
- Maintains site technology for the purpose of troubleshooting and performing minor corrective and preventative maintenance for ensuring good working condition and availability of equipment.
- Monitors individual and/or groups of students with classroom teacher for the purpose of providing a safe and positive learning environment and complying with established school procedures.
- Orders supplies and maintains an inventory of materials and equipment appropriate for the computer lab for the purpose of ensuring availability of materials for instruction.
- Reports observations and incidents relating to students for the purpose of communicating information to the appropriate instructional and/or administrative staff for appropriate action.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; age appropriate activities; strategies for working with students in group situations and at a variety of age levels; computer technology, multimedia equipment and educational computer applications; and software, hardware, networking and apps.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions; giving and receiving oral and written instructions; and working independently and responsibly with minimal supervision.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Prior experience working with school age children and knowledge of behavior and classroom management is preferred.

Education (Minimum): High school diploma or equivalent.

Required Testing

NCLB Compliance/Skills Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

None Required

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range E

Revised Date