

INSTRUCTIONAL AIDE-COMPUTER LAB

DEFINITION

Prepares, maintains, and monitors a school's computer lab, and assists a teacher or other certificated employee in conducting instructional computer-based activities.

TYPICAL DUTIES

Prepares the computer lab for students' daily use and orders computer lab supplies.
Assists teachers in selecting age-appropriate computer programs to integrate with classroom curriculum.
Provides orientation and demonstrations to students and teachers on the use of software programs.
Prepares and organizes instructional activities and materials related to utilization of computer hardware and software.
Instructs students in the proper operation of computer hardware and software.
Assists in the development and implementation of a school technology plan.
Installs computer software applications and other computer peripherals.
Creates a computer lab schedule by coordinating computer lab availability with class schedules.
May troubleshoot minor hardware and software problems and submit repair requests to the Information Technology Division.
May keep records of computer lab materials and equipment and track software licenses for school-wide software use.
Other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide-Computer Lab maintains a school's computer lab, uploads software, performs minor troubleshooting, provides training to students in computer operation and software capabilities and supports the instructional program.

A Microcomputer Support Assistant works at a local site and installs and maintains personal computer systems, replaces malfunctioning components, and refers major hardware or software problems to service personnel.

An Information Systems Support Assistant II provides technical application support, primarily with regard to web pages and databases, for local sites under the guidelines established by the Information Technology Division and uses systems and software provided by the Information Technology Division when possible.

An Education Aide III works in a school under the immediate supervision of a teacher or other certificated employee. Assigned duties involve assisting in instructional reinforcement activities with students.

SUPERVISION

Immediate supervision is received from a certificated employee. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Components and capabilities of personal computers
Microsoft Word, Excel, Power Point, and other software applications
Installation and maintenance of computer hardware and peripheral equipment
Safety rules and procedures to be observed by students
Standards of courtesy and behavior expected of students

Ability to:

Provide training on computer operation and software applications to students of various ages
Operate classroom or general office equipment, such as computers, audio-visual equipment, scanners, photocopiers, and laminators
Access and utilize Internet and Web resources
Analyze and diagnose simple software and hardware malfunctions
Work effectively with District personnel and students
Maintain inventory and organize computer classroom supplies

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high-school diploma or equivalent and one of the following:

1. Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

2. Possession of an associate or higher degree, from a recognized college or university;

OR

3. Receipt of a passing score on the Instructional Assistance Test.

Experience:

Six months of experience installing and maintaining networked personal computers utilizing either Windows or Macintosh operating systems. Experience working with children in an educational setting preferred.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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