

**RIVER DELTA UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT III A**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist a certified teacher by providing instructional support to students in the computer lab. To assist in maintaining a safe environment in the computer lab and on the playground; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Instructional Assistant series. This class is distinguished from the Instructional Assistant I by the performance of the tasks and duties assisting students in the computer lab and providing support to teachers which require the ability to work with written materials and prepare written reports. This class differs from the Instructional Assistant II in that this class also covers the technical training that a computer aide is required to have.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Teacher or Principal.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Computer Lab Technician

1. Provide computer and program instructions to students in regular computer labs. Assist teachers in the computer lab and work with students requiring additional assistance.
2. Work with the students on a variety of computer programs.
3. Collaborate with teachers on student performance; provide information on achievements and challenges.
4. Order/install new computer programs, keep computer programs functional, and instruct teachers upon the proper use of the installed programs.
5. Make sure that the computers are kept in working order with minor maintenance (ie. Defrag hard drives and rebuild desktops)
6. Maintain the Local Area Network at the site.
7. Maintain a current list of email accounts at the site.

Marginal Functions:

1. Ensure a safe and clean learning environment for students.
2. Prepare displays.
3. Attend in-service training as directed by site administrator.
4. Help maintain school website.

QUALIFICATIONS

Knowledge of:

Effective methods of controlling student behavior.
Basic English grammar and arithmetic.
Modern office methods, procedures and equipment.
Basic first aid and CPR.

Ability to:

Supervise students.

Work effectively with students.

Follow oral and written instructions.

Communicate effectively with adults and students.

Maintain emotional control in difficult situations; effectively react to emergencies.

Encourage positive learning patterns and behaviors.

Perform routine clerical work.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain audio-visual discrimination and perception needed for successful job performance.

To learn basic Computer Repair.

To learn how to maintain Local Area Network.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience working with computers.

Two years of responsible experience working with children is desirable.

Training:

Completion of the twelfth grade. Supplemental course work in computer related child development or related field is desirable.

License or Certificates:

Possession of or ability to obtain an appropriate, valid CPR and First Aid Certification.

WORKING CONDITIONS**Environmental Conditions:**

Classroom/field environment. Work closely with others.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for successful job performance.