SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Instructional Aide–Computer Lab Assistant	**CLASSIFICATION:**	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	Career Lattice	**FLSA:**	Non-Exempt
JOB CLASS CODE:	0936 0973 Teacher Candidate Only	**WORK YEAR:**	10 Months
DEPARTMENT:	School Site	**SALARY:**	Range 31 Inst. Aide CLA Range 35 Inst. Asst. I CLA Range 39 Inst. Asst. II CLA Range 43 Tchr Assoc. CLA Range 44 Teacher Candidate Salary Schedule C
REPORTS TO:	Assigned Supervisor	**BOARD APPROVAL:** **BOARD REVISION:** **HR APPROVAL:**	10-22-90 06-30-10

BASIC FUNCTION:

Oversee the operation of an assigned computer lab; operate, adjust, maintain, and demonstrate the use of assigned computers and related equipment; establish and maintain files and records related to student tests and progress.

DISTINGUISHING CHARACTERISTICS:

Instructional Aide–Computer Lab Assistant is an entry-level career lattice position.

Instructional Assistant I–Computer Lab Assistant positions are filled by advancement from Instructional Aide, and assist in the preparation, organization, and implementation of short-term classroom projects identified by the instructor in charge. As proficiency develops, the Instructional Assistant I–Computer Lab Assistant functions with a greater degree of independence.

Instructional Assistant II–Computer Lab Assistant positions are filled by advancement from Instructional Assistant I–Computer Lab Assistant, and assume additional delegated responsibilities for organizing and carrying through projects identified by the instructor in charge. As proficiency develops, the Instructional Assistant II–Computer Lab Assistant functions with a greater degree of independence.

Teacher Associate–Computer Lab Assistant positions are filled by advancement from Instructional Assistant II–Computer Lab Assistant, and assume responsibility for identifying areas of learning needs related to program objectives and develops plans to implement the program. The instructor in charge prior to initiation will review the plans. A Teacher Associate–Computer Lab Assistant may reasonably expect to advance to a Teacher Candidate position upon satisfactory completion of the requirements.

Teacher Candidate positions are filled by advancement from Teacher Associate–Computer Lab Assistant.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan and schedule the use of the computer lab; prepare and maintain records and files related to student progress, inventory use, and equipment maintenance; monitor, observe, and report progress regarding student performance and behavior. **E**

Prepare, set up, and use computer-assisted instructional materials in accordance with program guidelines; confer with teachers concerning student needs and progress; under the direction of the classroom teacher, provide instruction and assistance to students using computer equipment. **E**

May assist the classroom teacher in providing or reinforcing instruction to individual or small groups of students in a classroom or other learning environment. **E**

Operate, install, and troubleshoot software; act as a liaison between the district, parents, teachers, and school site. **E**

Assist school management in developing and implementing school technology plans. **E**

Operate and adjust a variety of computers, peripheral equipment, and liquid crystal display (LCD) projectors; turn computers on and off, and store required data; report and arrange for repairs according to established guidelines; copy, install, and reformat disks as needed. **E**

Administer, score, and record student test results; generate documents, lists, and reports as required. **E**

Maintain the computer lab in a clean and orderly condition; store and maintain inventory of available programs, training aids, and related materials; order needed supplies and materials. **E**

Assure proper care and security of the computer lab; assure that computers, computer programs, tapes, and other materials are available for student use. **E**

Assure the health and safety of students by following health and safety practices and regulations. **E**

Confer with teachers concerning programs and materials to meet individual student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Plan (IEP). **E**

Participate in meetings, conferences, and in-service training programs as assigned; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, one year of experience working with individuals or students in an organized setting, one year of experience in computer operation, <u>and</u> one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant.

Instructional Assistant I–Computer Lab Assistant requires one year of college-level work (30 accredited units). Instructional Assistant II–Computer Lab Assistant requires two years of college-level work (60 accredited units), and must have served 75% of the school year as an Instructional Assistant I–Computer Lab Assistant. Teacher Associate–Computer Lab Assistant requires three years of college-level work (90 accredited units), and must have served 75% of the school year as an Instructional Assistant II–Computer Lab Assistant. Teacher Candidate–Computer Lab Assistant requires a minimum of 120 college units, served as a Teacher Associate–Computer Lab Assistant for the preceding two years at least 75% of the school year, and must show proof of current enrollment in subjects leading to a bachelor's degree and/or teaching credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Operation and adjustment of computers, peripheral equipment, and LCD projectors.
Requirements of maintaining a computer lab in a safe, clean, and orderly condition.
Basic subjects taught in district schools.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Record-keeping techniques.

Safe practices in work-related activities.
Local area networks.

ABILITY TO:
Provide instruction and assistance to students in a computer lab.
Plan and schedule use of computer lab.
Diagnose and repair minor computer problems.
Learn the procedures, functions, and limitations of assigned duties.
Establish and maintain effective working relationships with others.
Monitor, observe, and report student progress and behavior.
Operate a variety of computers, peripheral equipment, and LCD projectors.
Work independently with little direction.
Lift light objects according to safety regulations.
Understand and follow oral and written directions.
Provide instructional assistance to students in assigned subject areas.
Communicate effectively, both orally and in writing.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and
    economic groups by working with all of the diverse communities.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Computer lab and classroom environment.

SAMPLE PHYSICAL ABILITIES:
Walk, stand, or sit for extended periods of time; bend at the waist, kneel, or crouch to assist students and adjust computer wiring; reach overhead, above the shoulders, and horizontally; hear and speak to exchange information; see to read a variety of materials and monitor student activities and behavior; dexterity of hands and fingers to operate a computer and peripheral equipment; lift light objects.

SAMPLE HAZARDS
Extended viewing of computer monitor; exposure to dust; may risk exposure to lice, bodily fluids, and communicable diseases.

(Consistent with the No Child Left Behind Act of 2001 and other related legislation.)