

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Teacher Assistant Bilingual I and II–Computer Lab Assistant	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	Career Lattice	FLSA:	Non-Exempt
JOB CLASS CODE:	0783 TAB I CLA 0785 TAB II CLA	WORK YEAR:	10 Months
DEPARTMENT:	School Site or Department	SALARY:	Range 40 TAB I CLA Range 42 TAB II CLA Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	10-22-90
		HR REVISION:	04-26-12 01-11-18

LANGUAGE OPTIONS:

CAMBODIAN: Required to speak, read, and write fluently in English and Cambodian.

CHINESE: Required to speak, read, and write fluently in English and Chinese.

HINDUSTANI: Required to speak, read, and write fluently in English and Hindustani.

HMONG: Required to speak, read, and write fluently in English and Hmong.

JAPANESE: Required to speak, read, and write fluently in English and Japanese.

KOREAN: Required to speak, read, and write fluently in English and Korean.

LAOTIAN: Required to speak, read, and write fluently in English and Laotian.

MIEN: Required to speak, read, and write fluently in English and Mien.

RUSSIAN: Required to speak, read, and write fluently in English and Russian.

SPANISH: Required to speak, read, and write fluently in English and Spanish.

VIETNAMESE: Required to speak, read, and write fluently in English and Vietnamese.

BASIC FUNCTION:

Oversee the operation of an assigned computer lab; operate, adjust, maintain, and demonstrate the use of assigned computers and related equipment to limited or non-English speaking students or other students; establish and maintain files and records related to student tests and progress; translate in writing or orally as required.

DISTINGUISHING CHARACTERISTICS:

Teacher Assistant Bilingual I–Computer Lab Assistant is an entry-level career lattice position.

Teacher Assistant Bilingual II–Computer Lab Assistant positions are filled by advancement from Teacher Assistant Bilingual I–Computer Lab Assistant, and assumes 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 Assistant Bilingual II–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 Assistant Bilingual II–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 limited or non-English speaking students and other students using computer equipment; translate in writing or orally as required. **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**

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**

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**

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

Teacher Assistant Bilingual II – Computer Lab Assistant requires no college-level work. Teacher Assistant Bilingual II – Computer Lab Assistant requires three years of college-level work (90 accredited units), and must have served 75% of the school year as a Teacher Assistant Bilingual I-Computer Lab Assistant. Teacher Candidate requires a minimum of 120 college units, served as a Teacher Assistant Bilingual II-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.

LICENSES AND OTHER REQUIREMENTS:

Pass language tests to demonstrate proficiency in English and a designated second or third language.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Correct oral and written usage of English and a designated second or third language.
- Operation and adjustment of microcomputers, peripheral equipment, and LCD projectors.
- Requirements of maintaining a computer lab in a safe, clean, and orderly condition.
- Reading, writing, listening, and speaking communication skills.
- 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:

- Read, write, speak, interpret, and translate English and a designated second or third language.
- 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.
- Demonstrate an understanding, patient, and receptive attitude toward individuals from foreign cultures and ethnic communities.
- Operate a variety of computers, peripheral equipment, and LCD projectors.
- Print and write legibly in English and designated primary language.
- Lift light objects according to safety regulations.
- Work independently with little direction.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Understand and follow oral and written directions.
- Provide instructional assistance to students in assigned subject areas.
- 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 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.)

APPROVALS: APPROVALS:

Union Signature(s)

Date

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date