

CHICO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT - COMPUTERS

DEFINITION

Under general supervision, to perform a variety of instructional support duties involved in providing instructional assistance to individuals or small groups of students in a computer lab; and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Participate in the operation of the computer lab; provide instruction to individuals or groups of students in computer skills and software programs; lead group discussions using appropriate questioning techniques; prepare computer follow-up drills.
- Assist certificated teaching staff with the presentation of learning materials and instructional exercises for students; assist teaching staff in the conduct of lessons and other computer lab activities; prepare for and assist with various computer lab projects.
- Assist certificated teaching staff with the development and preparation of instructional materials; assist in the preparation of graphic and written teaching materials.
- Perform maintenance and minor repairs on computer equipment; troubleshoot system errors; maintain the network, including adding and deleting users; perform upgrades and installation of new software; perform backups of student and staff files and software.
- Perform a variety of clerical duties, including compiling and maintaining records and files, preparing reports, operating machines and assembling packets and materials for students.
- Assist individuals or small groups of students with academic and social skills and the achievement of goals; reinforce instruction to individuals or small groups in a variety of subjects as assigned; develop creative methods and techniques for working with students within the suggested framework of the teacher; review plans with the teacher to ensure correct teaching techniques are being utilized for each student.
- At the direction of the teacher, assist in evaluating student progress in a wide variety of skills; report progress regarding student performance and behavior to the teacher.
- Observe and manage behavior of students according to approved procedures; assist in maintaining order among the students in the computer lab classroom and on the school grounds; may accompany students going from one location to another; assure the continuance of lab and classroom activities and discipline when the teacher is absent from the room.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audiovisual equipment and educational training equipment, distributing and collecting papers and supplies, preparing bulletin board materials and decorating the computer lab; assist in maintaining a neat, orderly and attractive learning environment.
- Communicate all matters of importance to teachers and specialists; communicate important information to parents when so directed by the teacher.
- Assist teaching staff in assessing programs and materials to meet the needs of the children; collect, assemble and distribute learning materials, supplies, equipment and other resource materials; order instructional material and aids when necessary.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Establish rapport with students; help build confidence, self-esteem and responsible behavior in students through one to one and/or small group interaction.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic subjects taught in schools;
- English usage, spelling, grammar and punctuation;
- Operational characteristics of computers and software utilized in the computer lab;
- General needs, learning styles and behavior of children;
- Basic clerical procedures;
- Simple record keeping procedures;
- General methods of education and tutoring;
- Basic child development theory and principles;
- Basic techniques to motivate students and manage student behavior;
- Safe work practices;
- Reading, language development, and mathematics equivalent to high school competencies.

Skill to:

- Learn to operate equipment used as educational aids;
- Operate office equipment.

Ability to:

- Learn the procedures and functions necessary to perform assigned duties;
- Learn instructional terminology, program philosophies, concepts, materials, methods and procedures;
- Learn child guidance principles and practices;
- Provide and attend in-services and workshops related to aiding in the computer lab;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Effectively direct the work of individual students and groups of students;
- Recognize potential of students and encourage their participation in educational programs and activities;
- Assist with the instructional and related activities of the assigned learning environment;
- Support the assigned teacher's style of classroom management;
- Supervise and discipline students according to approved policies and procedures;
- Read, write and understand the English language;
- Perform clerical duties, including filing and duplicating;
- Maintain accurate records;
- Maintain confidentiality of student and school information;
- Demonstrate an understanding, patient and receptive attitude toward children;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Some experience working in an organized education or child care setting.
- Some experience working with computers is desirable.

Training:

- Equivalent to the completion of the twelfth grade.
- Supplemental specialized training in child development, education, computers, or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Pass the District competency test for Instructional Assistants/Paraprofessionals.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard classroom and computer lab environment.

PC - March 1998, April 2024