

INSTRUCTIONAL COMPUTER LAB ASSISTANT

JOB SUMMARY

Under the direction of the site administrator, assist a certificated teacher in providing computerized instruction to individual and small groups of students in an assigned learning environment. Organize and maintain a school Macintosh computer lab; provide students with intensified learning experiences utilizing educational software to reinforce instruction in specified academic areas. tutor, train, and assist students in learning situations.

TYPICAL DUTIES

Reinforce instruction to individual and small groups of students as directed by the teacher by assisting students with selecting appropriate educational software, operating a computer, and printing out work. Assist teachers in finding programs to support their student(s) need(s); check programs, review and learn new programs (including special curriculum referenced materials). Prepare and maintain records of students participating in computerized instructional support. Make copies of disks, transfer information onto disks. Answer questions and introduce students to, and assist them with, the use of computers and peripheral equipment (i.e., printer, scanner, digital camera, Apple presentation system, etc.) and educational software in math, language arts, social studies, spelling, reading, and other various assignments. Clean, check, and perform minor maintenance on equipment to ensure that it remains in operational condition. May be required to administer first aid/CPR. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent, and some experience working with school age children in an organized setting where computers were used to reinforce instruction. Experience working with educational curriculum/software on a Macintosh platform is preferred. Possession of a certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card must be obtained during the probationary period. Maintain up-to-date certificates in first aid and CPR.

Knowledge of:

Working with children, both individually and in groups; child supervision techniques; and classroom management techniques; computer hardware and its operation; using an Apple or Mac computer to support a variety of academic subjects; computer software and its selection, use, and care; ethical handling practices for programs and stored information; routine record keeping; basic understanding of instructional methods and techniques

Ability to:

Learn and utilize school computers. Provide support and assistance to a teacher in a learning environment. Basic methods and procedures to be followed in an instructional setting. Learn and apply classroom management techniques. Tutor, answer questions, and assist students and/or staff in the use of computer hardware and software at the appropriate level in specified academic subjects. Maintain accurate records. Understand and carry out oral and written instructions.

PHYSICAL ABILITY

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability.