

## INSTRUCTIONAL TECHNOLOGY ASSISTANT

### DEFINITION

Under the direct supervision of an administrator, performs a variety of instructional support services, including instructional technology support to improve student academic achievement, and performs other related work as required or assigned.

### ESSENTIAL DUTIES

- assists students by providing a variety of instructional technology activities, and by presenting various technology based instructional materials designed to enhance the learning process
- provides tutoring to students as outlined in teacher's lesson plans or instructional plan
- reports student progress information to the teacher toward the accomplishment of learning objectives
- monitors student academic progress and keeps the classroom teacher apprised of student achievement
- assists in the preparation of a variety of technology based instructional materials and learning aides for individual use, or for small groups of students
- assists in effective use of instructional software in the classroom
- troubleshoots and resolves problems with microcomputer equipment; computers, printers, scanners, digital cameras and handheld digital equipment; interacts with vendor service support in the troubleshooting process
- troubleshoots and resolves problems with site software utilized for instructional technology assistance
- maintains inventory of instructional technology materials

**Knowledge of:** Methods, procedures, and techniques pertaining to a computer; software application standards; operating systems; software troubleshooting techniques; operation of peripherals, such as printers, scanners and modems; English usage, spelling, grammar, punctuation and mathematical processes.

**Ability to:** Demonstrate an understanding, patient and receptive attitude toward students in an educational setting; communicate effectively in oral and written form; perform and operate a variety of microcomputer and peripheral equipment; utilize a variety of appropriate technology based instructional materials in the enhancement of a positive educational environment; effectively tutor and instruct students in the use of various instructional technologies; demonstrate standard keyboarding touch techniques (fingers, posture, eyes on copy); understand and carry out oral and written directions; establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS**

The physical requirements listed below are examples of the physical aspects that persons within this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will stand and sit most of the time, but may walk for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related and instructional technology equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree.

Must meet the ***No Child Left Behind Act*** requirements by passing the District academic assessment which demonstrates the knowledge and ability to assist in teaching Reading, Writing, and Mathematics.

**Experience:** Six months experience working with computer-assisted instruction, educational technology, or closely related programs. Basic troubleshooting skills desirable.

**Licenses and Certificates:** A valid Class C California Driver's License is required.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.