



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

INSTRUCTIONAL TECHNOLOGY ASSISTANT

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of instructional support services, including instructional technology support to improve student academic achievement; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Assist students and teachers by performing a variety of computer educational and computer literacy exercises and trainings; present various instructional materials designed to enhance the learning process; may present digital citizenship lessons to students.
- Tutor students individually, and in small groups, to reinforce computer instructional activities and to foster understanding of educational computer operations and functions.
- Observe and assist students with computer educational technology operational software functions; answer questions and perform demonstrations as necessary.
- Assist in the preparation of a variety of technology based instructional materials and learning aides for individual use or for small groups of students, Assist in effective use of instructional software in the classroom.
- Troubleshoot and resolve problems with, computers, printers, scanners, digital cameras and handheld digital equipment; interact with vendor service support in the troubleshooting process.
- Troubleshoot and resolve problems with site software utilized for instructional technology assistance.
- Maintain inventory of instructional technology materials.
- May be required to drive a vehicle.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures and techniques pertaining to a computer.
- Software application standards.
- Operating systems.
- Software troubleshooting techniques.
- Operation of peripherals, smartboards, touchscreens, webcams, printers and scanners.
- 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.
- Operate a variety of computer and peripheral equipment.

- Utilize a variety of appropriate technology based instructional materials in the enhancement of a positive educational environment.
- Demonstrate standard keyboarding touch techniques (fingers, posture, eyes on copy).
- Effectively tutor and instruct students in the use of various instructional technologies
- Establish and maintain cooperative working relationships with students, staff and the public.
- Understand and follow oral and written directions with minimal supervision.

EDUCATION AND EXPERIENCE:

EDUCATION:

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

EXPERIENCE:

Six months experience working with computer-assisted instruction, educational technology, or closely related programs. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.
- Must meet the *Every Student Succeeds Act* requirements by passing the District academic assessment which demonstrates the knowledge and ability to assist in teaching reading, writing and mathematics.

PREFERRED QUALIFICATIONS:

Basic troubleshooting skills is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/Outdoor Split. Fast Paced Work Environment

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification 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 sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing 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.

POTENTIAL HAZARDS:

May be occasionally exposed to hot, cold, wet, humid, or windy conditions caused by weather.

Revision Date: 2/1/2024