

Farmersville Unified School District

JOB TITLE: COMPUTER INSTRUCTIONAL AIDE

JOB DESCRIPTION

DEFINITION:

Under the direction of the site principal, provide computer-assisted instructional assistance and reinforcement to individuals or groups of students in a school computer lab; operate, adjust and maintain a variety of network computers, media equipment and related equipment in the lab; respond to questions and assist students as needed with software programs and equipment operation. Assist in maintaining site technology equipment.

EXAMPLES OF ESSENTIAL DUTIES:

- ▶ Provide instructional assistance and reinforcement to individuals or groups of students using microcomputers, word processor equipment, media equipment and software in a computer-assisted instructional lab; schedule and coordinate the use of the lab; develop and enter class rosters into the computer system.
- ▶ Assist students comprehend reading, writing, spelling and mathematics subject matter; monitor individuals and groups of students in computerized learning activities; explain and demonstrate how to use the computers, verify spelling, save data, and print, retrieve and edit files; demonstrate the use of various font styles.
- ▶ Turn computers on and off, assure proper operation and security of the computer lab; operate, adjust and assure the internal and external cleanliness of computers, disk drives, printers; perform minor maintenance on a variety of network and stand-alone computers as needed.
- ▶ Assist in the presentation of instructional materials to individuals or small groups of students in a classroom as assigned, reinforcing instruction an instructor's lessons; provide more individual assistance to students experiencing learning difficulty; design and revise instructional booklets as assigned.
- ▶ Enter student information into computer system and assign student log-on accessibility; demonstrate and instruct students in the appropriate use of computers and peripheral equipment
- ▶ Maintain a variety of records on students and activities within the computer lab, including attendance records and student progress; print periodic reports and file or distribute according to established procedures
- ▶ Observe and control behavior of students according to approved procedures; report progress reading student performance and behavior.
- ▶ Load programs, start the network and computers, and prepare lab, software and instructional materials for appropriate subject and grade level; format and prepare copies of master program disk.
- ▶ Maintain the computer lab in a clean and orderly condition; assure the security of the computer lab; store, maintain and account for inventory of hardware, software and related materials; determine and requisition lab supplies as needed.
- ▶ Assist site staff and Technology with minor software and hardware maintenance and operations at the site.
- ▶ Assist in the collection, organization, storage, and reporting of student records and statistics needed for monthly, quarterly, reports etc.
- ▶ Assist in supervision of play and lunch activities; bus loading/unloading.
- ▶ Performs other duties as assigned

QUALIFICATIONS:

Knowledge of:

- ▶ Correct English usage including vocabulary, spelling, grammar and punctuation
- ▶ Operation of microcomputers
- ▶ General classroom procedures and rules of conduct
- ▶ Effective communication skills, both oral and written

Ability to:

- ▶ Assist with instructional activities in a classroom or lab
- ▶ Learn the procedures, functions and limitations of computer assisted instruction programs
- ▶ Understand and follow written and oral instructions in English (Spanish desirable)
- ▶ Establish and maintain cooperative working relationships with teachers, specialists, students, and others contacted in the course of work
- ▶ Have physical capability sufficient to perform job tasks.

EDUCATION AND EXPERIENCE:

- ▶ High School Diploma or Equivalent
- ▶ 48 college units or AA Degree
- ▶ Sufficient training and experience to demonstrate the knowledge and abilities listed above

LICENSES, CERTIFICATIONS AND/OR TESTING:

- ▶ Valid California Driver's License and proof of automobile insurance
- ▶ Criminal justice and FBI fingerprint clearance

CSEA APPROVED: July 19, 2007
BOARD APPROVED: July 17, 2007