long
beach
unified
school
district

CLASS CODE   TITLE

0603   INSTRUCTIONAL ASSISTANT - COMPUTER RESOURCES
0452   INSTRUCTIONAL ASSISTANT - COMPUTER RESOURCES–BL SPANISH

JOB SUMMARY

Under general supervision, perform a variety of duties related to the operation and maintenance of a computer laboratory or similar learning center; participate in reinforcing computer concepts and a variety of academic subjects to individual or small groups of students in a computer lab or similar learning center; troubleshoot computers and peripheral equipment; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of duties related to the operation and maintenance of a computer laboratory or similar learning center such as the Teacher Resource Center (TRC); assist in assuring District-wide technology standards are upheld. *E*
- Prepare computer lab for opening and closing; turn on and shut down networked computers and peripheral equipment; schedule computer lab activities and maintain calendar of events; maintain work areas in a clean and orderly condition. *E*
- Troubleshoot computers and peripheral equipment; correct operating issues by activities such as reloading software, running virus scans and rebooting computers; place work orders for malfunctioning equipment. *E*
- Participate in reinforcing computer concepts and a variety of academic subjects to individual or small groups of students by tutoring students individually or in groups, scoring computer lab assignments, and facilitating discussions related to assignments. *E*
- Confer with school site administrators and teachers regarding computer lab activities, resources and information which enhance academic lesson plans taught in the classroom and meet the needs of students. *E*
- Create computer lab activities and materials relating to classroom subjects or the utilization of computers; assist in planning for the preparation and delivery of instructional materials. *E*
- Serve as a technical resource to students and staff; assign log-ins; demonstrate the use of computer lab equipment including printers, scanners, headphones, digital projectors, document cameras and tablets. *E*
- Observe and record information about student behavior and progress; monitor internet

access; inform certificated staff of student progress, behavior, and other related issues. *E*
- Maintain and update school site and computer lab web pages as assigned; upload data, photos and files to webpages; create and burn DVD's for site events. *E*
- Perform a variety of clerical duties such as maintaining records and files, conducting inventories, typing, preparing reports, schedules, preparing bulletin boards, collecting money, writing receipts, filling out forms and passing out textbooks or materials. *E*
- Provide recommendations to assigned supervisor regarding replacement of computers and peripheral equipment and the purchase of new software. *E*
- Operate a variety of office and classroom equipment such as a copier, laminator, telephone and a computer and assigned software. *E*
- Attend and participate in a variety of meetings, workshops, in-services and training programs to maintain current knowledge of technological advances in the field; provide in-service training to other staff within subject matter area of expertise. *E*
- May make presentations to groups such as teachers, parents or community assemblies to explain program goals, objectives, or activities. *E*
- Provide work direction and guidance to classroom support personnel such as College Aides, volunteers and student assistants. *E*
- Administer first aid or necessary physical assistance to ill or distressed students. *E*

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant is an active, knowledgeable participant in the development of instructional activities and materials. They actively participate in the delivery of educational subject matter rather than the lesser included task of tutoring and drilling students which is more typical of the Instructional Aide classifications. The Instructional Assistant-Computer Resources applies a thorough knowledge of computers to enhance academic lesson plans taught in the classroom and meet the needs of students. Incumbents in the Instructional Assistant – Computer Resources - BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to translate materials and interpret for parents and teachers.

EMPLOYMENT STANDARDS

Knowledge of:

Operation, routine maintenance and troubleshooting of computer hardware, software and peripheral equipment.
Software applications and operating systems utilized by the District including Windows and Apple.
Classroom procedures and appropriate student conduct.
Child guidance principles and practices.
Basic subjects taught in District schools including arithmetic, grammar, spelling, language

and reading.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of standard office and classroom equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and filing techniques.
Basic first aid.

Ability to:

Participate in reinforcing a computer concepts and academic subjects to individual or small groups of students in a computer lab or similar learning center.
Turn on and shut down computers and peripheral equipment in a networked computer lab.
Troubleshoot and resolve issues with computer hardware, software and peripherals.
Provide assistance to students individually or in groups, lead and facilitate group discussions, projects or related activities.
Create computer lab activities and materials relating to classroom subjects or the utilization of computers.
Demonstrate understanding and patience toward students.
Perform a variety of general clerical duties.
Prepare and maintain a variety of records and files.
Work independently with little direction.
Communicate effectively both orally and in writing.
Operate a variety of office and classroom equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Administer first aid or necessary physical comfort to ill or distressed students.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and <u>one</u> of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or

2. Attainment of an Associate of Arts degree or higher degree; Or

3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework in information technology, computer science or a closely related field.

Experience:

One year of experience working with students in an organized setting including experience operating computers and peripheral equipment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license.

Positions in the Instructional Assistant – Computer Resources - BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

WORKING ENVIRONMENT

Computer lab, school site and office environment.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment and a computer.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Bending at the waist, stooping, kneeling or crouching.
Seeing to perform work.
Pushing, pulling, lifting and carrying moderately heavy objects weighing up to 25 pounds.
Reaching overhead, above the shoulders and horizontally.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 10/23/1986
Revised: 8/11/1994
Revised 10/24/2002
Revised: 8/23/2007
Revised: 3/5/2009
Revised: 6/23/16