

## INSTRUCTIONAL ASSISTANT III/COMPUTER INSTRUCTION

### DEFINITION

Under general supervision, performs a variety of specialized computer instructional activities; assists with the Computer Laboratory Learning Centers; performs routine clerical and supportive tasks for instructional personnel; performs other related work as assigned and/or required.

### ESSENTIAL DUTIES

- Assists students by performing a variety of computer literacy exercises, and by presenting various instructional materials designed to enhance the learning process.
- Tutor students individually, and in small groups, to reinforce computer instructional activities.
- Assists students in study activities as a follow-up to their individual instruction plan.
- Report student progress toward the accomplishment of learning objectives.
- Assist students with computer programming and computer operational functions
- Support the site student discipline plan
- Prepare and assist in the preparation of a variety of instructional materials and learning aides for individual use, or for small groups of students
- Maintain a variety of records and files which may include confidential student information
- Prepare requisitions; distribute and maintain an appropriate inventory of textbooks, instructional materials, supplies and equipment
- May perform simple programming functions and de-bug programs to ensure effective computer instruction
- Maintain a positive lab environment (clean machines, organize materials, etc.)
- May administer routine first aid

### QUALIFICATIONS

**Knowledge of:** Basic concepts of adolescent growth development and behavioral characteristics; student behavior management strategies and techniques; appropriate English usage, punctuation, spelling and grammar; computer curricular programs and BASIC programming language; routine record management, storage and retrieval systems; office practices and procedures.

**Ability to:** Demonstrate an understanding, patient and receptive attitude toward students in a computer laboratory setting; communicate effectively in oral and written form; perform routine clerical tasks and operate a variety of microcomputer and peripheral equipment; utilize a variety of appropriate technology related instructional materials and procedures in the enhancement of a positive educational environment; effectively and efficiently tutor and instruct students in computer literacy and beginning programming; understand and carry out oral and written directions; establish and maintain cooperative working relationships. Type at a net corrected speed of 40 words per minute from a clear copy.

**PHYSICAL DEMANDS**

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

- will frequently exert 20 to 30 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- will sit for extended periods of time, but will involve walking or standing for brief periods
- must possess the ability to hear and perceive 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 microcomputers and business-related 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.

**EXPERIENCE AND EDUCATION**

**Experience:** Two years of experience working with computer-assisted instruction, educational technology, or closely related programs.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree, and the completion of 48 semester units of post secondary education is required; supplemental training or course work in educational technology, computer instruction, instructional media technology, and subject matter areas applicable to the assignment is desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

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