



INSTRUCTIONAL ASSISTANT COMPUTER

DEFINITION:

Under general supervision, performs paraprofessional instructional activities relating to the computer; assists in the learning experiences for students; performs a variety of clerical and supportive tasks for instructional personnel; and does other related work as assigned.

DUTIES:

Assists instructional personnel with the presentation of learning materials and instructional exercises related to computer technology; may tutor individuals and small groups of students to reinforce and follow-up learning activities; may monitor and assist students through drill, practice and study activities; may direct students into safe activities and in the development of appropriate social behavior; may assist in the management and shaping of student behavior through the use of positive reinforcement strategies; may assist in the development of a variety of instructional materials for use with individuals and small groups of students, or in activity centers; may maintain student records and files; operates a variety of computers, instructional media, and office machines and equipment; may administer and score tests and record the results; may distribute and maintain an inventory of books, supplies and equipment; may collect, assemble, catalog and distribute materials; assists in maintaining a neat, orderly and attractive learning environment; may administer basic first aid; may assist in parent conferences; performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of

- general concepts of child development and child behavior characteristics
- student behavior management techniques and strategies
- English usage, punctuation, spelling, grammar and arithmetic
- simple record keeping and record management
- public education goals and objectives
- learning problems of children with special needs
- basic first aid

Ability to

- understand and carry out oral and written direction
- communicate satisfactorily in oral and written form
- demonstrate an understanding, patient, warm and receptive attitude toward children
- learn and utilize simple methods and procedures to be followed in an instructional setting

- establish and maintain a cooperative and effective working relationship with children and adults
- perform simple clerical tasks and operate standard office machines
- learn basic computer literacy skills and demonstrate knowledge of the use of the computer

Experience

- none required, but one year of paid or voluntary experience working with children in an educational, child care, bilingual/bicultural or special education setting is desirable

Education

- equivalent to completion of the twelfth grade, preferably including or supplemented by courses in psychology, child growth and development, computer science, or a closely related field License, Certificate, Other
- must pass the Encinitas Union School District Instructional Aide Proficiency Test as required by State law

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

Range: 8.0 8/4/94