Saddleback Valley Unified
School District

Range 22
Regular Classified Salary Schedule
EEO 4-9

INSTRUCTIONAL ASSISTANT - COMPUTER

DEFINITION

Under supervision of the principal, and as directed by a certificated employee, may maintain the computer laboratory and assist students in instructional activities, in computer laboratory or classrooms involving computer applications, and do related work as required.

EXAMPLES OF DUTIES

Maintain and operate computers, disks, monitors, printers and related computer equipment in the computer laboratory or in classrooms; maintain a neat, orderly and attractive laboratory environment; maintain software files and inventory, duplicating new and replacement software as necessary; monitor automated back-up systems; troubleshoot and follow-up on computer repair, making arrangements for equipment repair as necessary; assist students and teachers in the use and maintenance of computers in the classrooms and the laboratory, providing instructions on proper use and care of computers and software and guidance on software applications and availability; may assist with use of servers and school-wide databases on campus; work with teachers to integrate technology with District performance standards; perform routine clerical work, keeping records and schedules for laboratory classes; order supplies; collect, assemble, catalog and distribute computer laboratory resources, software and related instructional material; suggest new software, products and equipment as necessary; prepare teaching materials and learning activities as directed; assist students with computer lessons, tutoring individual and small groups of students; may assist in the development and/or implementation of Internet lessons or activities and school-related websites; oversee and supervise students during computer lab activities; operate and assist students in the operation of a variety of instructional media; may assist in yard duty assignment.

QUALIFICATIONS

Knowledge of
Student behavior and characteristics; correct oral and written use of the English language; basic math, reading and composition skills; simple record keeping, computer hardware and software and Internet.

Ability to
Learn and utilize basic operations and software for instructional computing equipment; learn and utilize methods and procedures to be followed in instructional settings; perform routine clerical work; make arithmetical calculations; understand and carry out oral and written instruction; plan and organize work; pass required mathematics, reading and writing proficiency examination; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST; establish; and maintain cooperative working relationships.

Experience
None required, but some experience in the use of instructional computing equipment and/or applications is preferred.

Education
Equivalent to completion of the twelfth grade.

Physical Performance Requirements
Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies, light equipment, and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses
Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 11, 1991
Revised: May 11, 1999
Revised: February 8, 2005 effective March 1, 2005
Revised: November 10, 2015, effective January 22, 2016