

## **INSTRUCTIONAL RESOURCE TECHNICIAN ASSISTANT**

### **DEFINITION**

Under supervision, to assist the IRC Technician by performing a variety of functions pertaining to the operation of the Instructional Resource Center, to assist school personnel in using the resources available, and to perform related duties as required.

### **EXAMPLES OF DUTIES**

Assist teachers and volunteers with projects as directed using computer programs, chart maker and Ellison dies; assist with the creative design and preparation of instructional materials for classrooms, computer labs, graphic arts and photography areas; stock supply shelves and maintain a list of needed supplies; ensure that all supplies remain in the IRC; make samples of instructional materials to be used as displays, bulletin boards, etc; make copies for teacher hand-out bins and keep the bins filled with materials as directed; perform routine maintenance such as replacing laminate film, replacing pads in die cutters, changing toner in copiers and printers; cleaning tables counters and sink; answer phones and take messages; assist in maintaining files of instructional resources.

### **QUALIFICATIONS**

#### **Knowledge of**

Operation of equipment and materials used in producing instructional materials including laminator, copiers, die cutter, binders, transparencies, overhead projectors, chart maker, scanners, laser printers, and other instructionally related equipment; correct English grammar, spelling and punctuation; modern office methods, procedures and practices and office automation.

#### **Ability to**

Perform a variety of tasks related to the preparation of instructional materials; understand and carry out oral and written directions; operate computer lab equipment and graphic art tools; establish and maintain cooperative working relationships with staff, teachers, and volunteers.

#### **Experience**

Sufficient training and experience to demonstrate ability to acquire the knowledge and abilities listed above.

#### **Education**

Equivalent to the 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 supplies and work related materials. Weight of materials will vary, but generally will be of less than 30 pounds.

Licenses

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

Board Approved: December 12, 2000

Revised: February 8, 2005 effective March 1, 2005