

INSTRUCTIONAL AIDE - TECHNOLOGY

DEFINITION

Under general supervision assists students and staff in the use of computer software and systems; maintains computer systems; performs routine clerical work; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class are established to assist high school students, adult students, and teachers in computer labs, classrooms, and library. Incumbents are expected to continually update their knowledge of software applications and hardware systems. When not in the lab, incumbents may be assigned to perform a variety of instructional or routine clerical duties for other administrators, teachers or staff.

EXAMPLES OF DUTIES

Tutors individuals and groups of students. *E*

Assists students and staff in the use of a variety of computer software. *E*

Assures that lab is supplied with paper, ribbons, floppy disks, and other materials. *E*

Maintains a variety of records including attendance schedules, inventory of software for check-out, equipment, repair orders, and equipment malfunctions; maintains records on repairs and installations. *E*

Loads software on lab or classroom file server and prepares student accounts. *E*

Coordinates network activities and issues with local network technicians. *E*

Follows district network and computer guidelines. *E*

Attends workshops and manufacturer's training programs. *E*

Performs a variety of clerical work such as typing, filing, answering phones, receiving materials, and preparing reports. *E*

Assists administration and staff by preparing graphic presentation materials or newsletters. *E*

Assists teachers in preparation of computer lab for daily use. *E*

Learns new applications as requested. *E*

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### EXAMPLES OF DUTIES: (cont.)

Assists other departments with computer needs. *E*

Performs related work as required.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

1. General needs and behavior of students;
2. Motivational techniques;
3. District and school policies and procedures;
4. Modern office equipment and procedures;
5. English usage, spelling, grammar, and punctuation;
6. Basic math;
7. Simple record keeping;
8. Personal computer software programs in instructional and administrative settings (examples: word, Internet Explorer, and Excel); and
9. General principles of supervision and training.

#### Ability to:

1. Operate a keyboard with accuracy;
2. Understand the needs of and possess a genuine liking for students;
3. Converse and deal tactfully and effectively with students/adults in sometimes stressful situations;
4. Use good judgment in exercising initiative in performance of duties and recognizing scope of authority;
5. Communicate effectively with students, parents, teachers, and other staff members;
6. Read and understand pertinent information, procedures, and functions quickly and apply them without immediate supervision;
7. Operate audio-visual equipment;
8. Determine sensitivity and confidentiality of information/communications and retain that confidentiality;
9. Maintain simple records;
10. Learn to operate computer systems, disk drives, monitors, printers, and other related equipment;
11. Assist high school students, teachers, and adults in a variety of software applications;
12. Understand and carry out oral and written instructions;
13. Establish and maintain effective relationships with those contacted in the course of work; and
14. Perform simple and repetitive tasks.

### EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

**EXPERIENCE**

Recent experience in basic computer applications and use of personal computers; experience using Windows, desktop publishing, database applications, Apple software, or graphics is desirable.

**WORKING CONDITIONS**

**Environment:**

Indoor environment.

**Physical Activities:**

Lifting, carrying and/or pushing objects up to 25 pounds; bending at the waist; standing for extended periods of time; hearing and speaking to exchange information; dexterity of hands and fingers to operate a computer terminal.

**Special Requirement:**

Some positions may work evenings, weekends or split shifts.

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