

Eastside Union School District – Job Description

Job Title: **Instructional Technology Assistant**

Department: **Technology**
Reports To: **Site Administration**

Classification: **Classified**

Work Year: **10 Month**

Salary Range: **Range 25**

CSEA Approved: 07/24/18

Board Approved: 08/01/18

Instructional Technology Assistant

JOB SUMMARY:

In collaboration with the District Technology Department and under the immediate supervision of the Site Administrator, perform a variety of tasks related to supporting teachers, staff, and students in the use of computer assisted instruction and instructional technology.

ESSENTIAL JOB FUNCTIONS:

- Instruct students and support teachers on the use and operation of computers, peripherals and related software.
- Maintain instructional technology on school sites, including but not limited to classrooms, labs, and office.
- Assist students, teachers, and staff with problems when using instructional hardware and software.
- Generate instruction worksheets and other documents for instructional hardware and software.
- Generate various reports and maintain accurate records.
- Install, set up, and maintain instructional software applications.
- Maintain and troubleshoot local area network instructional computers, peripherals and related instructional software as needed.
- Collaborate with Systems Analysts and other technology department staff to resolve service needs regarding hardware, software, and local area network problems.
- Participate in mandatory district technology trainings and meetings.
- Adhere to district networking standards, protocols, and policies.
- Perform related duties consistent with scope and intent of the position.

KNOWLEDGE OF:

- Instructional technology including computers, peripherals and instructional programs.
- General educational needs of K-8 students and adult learning.
- Practical methods of motivating and managing students to learn.
- Training techniques and skills.
- Organization and maintenance of accurate records.
- Oral and written communication skills.
- Technical aspects in field of specialty.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a computer and assigned software.

ABILITY TO:

- Learn new computer programs and techniques.
- Perform routine preventative maintenance on computers, printers and related equipment.
- Set up computers and printers.
- Install software on computers.
- Work as a member of a team.
- Understand and carry out oral and written instructions.
- Communicate effectively both orally and in writing.

- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Work independently with little or no direction.
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality.

EDUCATION

- Equivalent to the completion of the twelfth grade, supplemented by training or coursework in computer instruction, instructional technology, and subject matter areas applicable to the assignment.

EXPERIENCE

- One year of experience working with school age students in computer instruction or closely related programs.

CERTIFICATE REQUIREMENT:

- Possession of a valid and current First Aide Certificate issued by the Red Cross, including CPR training within 30 days of employment.
- Completion of a technical course in computer hardware and software or network operating systems or equivalent is highly desirable.

PHYSICAL EFFORT/ WORK ENVIRONMENT

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

- Ability to work at a desk and in meetings of various configurations.
- Digital dexterity to operate office equipment.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will clearly understand a normal conversation.
- Ability to hear and understand speech.
- Ability to bend, twist, stoop, crawl, climb, kneel, and reach overhead.
- Ability to lift, push, pull and carry up to 50 pounds.
- Ability to stand and walk for extended periods.
- Near and far visual acuity, depth perception, color vision and field of vision.
- Ability to work at heights, and ascend and descend ladders.

Last Updated: HRD July 24, 2018