



Inst Asst 3 / K-12 Tech

Purpose Statement

The job of Inst Asst 3 / K-12 Tech is done for the purpose/s of maintaining overall operation of stationary and mobile computer labs; providing instruction in technology support to the classroom teacher; planning for and delivering technology instruction to students; providing recommendations for software purchases; coordinating the technical aspect of electronic testing; and troubleshooting minor technology problems.

This job reports to Principal or Program Director

Essential Functions

- Administers electronic testing under the supervision of the classroom teacher for the purpose of facilitating computer-based student assessments.
- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations.
- Assists the classroom teacher with technology instruction (e.g. software, hardware, internet, email, keyboarding, etc.) for the purpose of improving technology instruction and learning.
- Assists students, teachers and technical support personnel for the purpose of maintaining stationary and mobile computer lab operations.
- Attends training and/or workshops for the purpose of increasing skills in specialized areas, acquiring and/or conveying information relative to job functions.
- Installs computer software applications for the purpose of providing instructional materials and testing tools.
- Maintains computer hardware and software applications (e.g. runs updates, cleans hardware externally and internally, troubleshoots, et., etc.) for the purpose of ensuring availability of instructional materials.
- Monitors students for the purpose of providing a safe and positive learning environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Plans and provides instruction to students on keyboarding, Internet usage and applicable software for the purpose of supporting the instructional program.
- Provides inservice training for school staff for the purpose of informing staff regarding the use and function of site hardware and software.
- Provides feedback of student performance to teachers and students for the purpose of assessing the effectiveness of instruction.
- Recommends computer hardware and software acquisitions for the purpose of ensuring availability of instructional materials.
- Researches software applications for the purpose of providing recommendations regarding potential applications appropriate for student level.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent laws, codes, policies, and/or regulations; communicating with persons of varied cultural and educational backgrounds; operating computer equipment used in profession; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent computer hardware and software applications.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with similar types of data; and utilize specific, job-related equipment. Problem solving with data may require independent interpretation; Specific ability based competencies required to satisfactorily perform the functions of the job include: implementing established curriculum; meeting deadlines and schedules; and working under time constraints; adhering to safety practices; and attention to detail.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 3