

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: TECHNOLOGY INSTRUCTIONAL ASSISTANT II

DEFINITION: Under the general direction of classroom teachers and general supervision of the school principal, and Technology Coordinator works independently according to a developed plan or outline, and is responsible for maintaining, coordinating, and operating the computer lab and computer resources of the school and/or district.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Instruct students in the proper care and operation of computers
- Assist teachers and students in locating, selecting, and using software programs
- Instruct students in the basic understanding of software packages
- Responsible for maintaining, coordinating and operating the technology resources of the school and/or district
- Catalog and inventory all hardware and software
- Perform routine maintenance of the computers
- Coordinate the repair of the computers and associated hardware Maintain a written class schedule for the lab
- Maintain licenses for site software
- Prepare reports related to the effectiveness of the lab
- Responsible for the organization, ordering and filing of the software programs utilized Provide technical support for the school site
- Preview materials
- Plan, evaluate, select, recommend, order and check acquired materials to meet school needs
- May serve on the school technology committee
- May assist with professional development activities
- Assist the teacher in choosing appropriate computer lessons
- Other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Computer systems and their functions
- The operation of computers
- A working knowledge of various software programs that are utilized at the appropriate grade level

Ability to:

- Understand and communicate oral and written directions effectively
- Work effectively with students, staff, and the general public with a minimum of supervision
- Be a self-motivated person who can assume responsibility and work on own initiative

POSITION TITLE: COMPUTER LAB INSTRUCTIONAL ASSISTANT II, *Continued*

EDUCATION AND EXPERIENCE:

- Related experience with computers, paid or voluntary
- Completion of the twelfth grade
- College coursework in computers and/or computer applications is desirable

PHYSICAL REQUIREMENTS: of this position are, but not limited to the

following: Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Indoor working conditions subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, periods of time working at a computer terminal.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: August 3, 1995 (ref. 5325.61)
Revised and Approved: Dec. 14, 2006