

INSTRUCTIONAL ASSISTANT III/COMPUTER INSTRUCTION

DEFINITION

Under general supervision, performs a variety of specialized computer instructional activities; assists with the Computer Laboratory Learning Centers; performs routine clerical and supportive tasks for instructional personnel; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

Assists students by performing a variety of computer literacy exercises, and by presenting various instructional materials designed to enhance the learning process.

Tutor students individually, and in small groups, to reinforce computer instructional activities.

Assists students in study activities as a follow-up to their individual instruction plan.

Report student progress toward the accomplishment of learning objectives.

Assist students with computer programming and ng and ng and n4 0en4 01(an8i310p ps)-2(r an8i310p psc

Prepare and assist in the preparation of a variety of instructional materials and learning aides for individual use, or for small groups of students

Maintain a variety of records and files which may include confidential student information

Prepare requisitions; distribute and maintain an appropriate inventory of textbooks, instructional materials, supplies and equipment

May perform simple programming functions and de-bug programs to ensure effective computer instruction

Maintain a positive lab environment (clean machines, organize materials, etc.)

May administer routine first aid

QUALIFICATIONS

Knowledge of

 : Basic concepts of adolescent growth development and behavioral characteristics; student behavior management strategies and techniques; appropriate English usage, punctuation, spelling and grammar; computer curricular programs and BASIC programming language; routine record management, storage and retrieval systems; office practices and procedures.

Ability to: Demonstrate an understanding, patient and receptive attitude toward students in a computer laboratory setting; communicate effectively in oral and written form; perform routine clerical tasks and operate a variety of microcomputer and peripheral equipment; utilize a variety of appropriate technology related instructional materials and procedures in the enhancement of a positive educational environment; effectively and efficiently tutor and instruct students in computer literacy and beginning programming; understand and carry out oral and written directions; establish and maintain cooperative working relationships. Type at a net corrected

Rialto Unified School District

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Page 2

PHYSICAL DEMANDS

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

will frequently exert 20 to 30 pounds of force frequently to lift, carry, push, pull or otherwise move objects

will sit for extended periods of time, but will involve walking or standing for brief periods