Rialto Unified School District

INSTRUCTIONAL TECHNOLOGY ASSISTANT

DEFINITION
Under the direct supervision of an administrator, performs a variety of instructional support services, including instructional technology support to improve student academic achievement, and performs other related work as required or assigned.

ESSENTIAL DUTIES

- assists students by providing a variety of instructional technology activities, and by presenting various technology based instructional materials designed to enhance the learning process
- provides tutoring to students as outlined in teacher's lesson plans or instructional plan
- reports student progress information to the teacher toward the accomplishment of learning objectives
- monitors student academic progress and keeps the classroom teacher apprised of student achievement
- assists in the preparation of a variety of technology based instructional materials and learning aides for individual use, or for small groups of students
- assists in effective use of instructional software in the classroom
- troubleshoots and resolves problems with microcomputer equipment; computers, printers, scanners, digital cameras and handheld digital equipment; interacts with vendor service support in the troubleshooting process
- troubleshoots and resolves problems with site software utilized for instructional technology assistance
- maintains inventory of instructional technology materials

Knowledge of: Methods, procedures, and techniques pertaining to a computer; software application standards; operating systems; software troubleshooting techniques; operation of peripherals, such as printers, scanners and modems; English usage, spelling, grammar, punctuation and mathematical processes.

Ability to: Demonstrate an understanding, patient and receptive attitude toward students in an educational setting; communicate effectively in oral and written form; perform and operate a variety of microcomputer and peripheral equipment; utilize a variety of appropriate technology based instructional materials in the enhancement of a positive educational environment; effectively tutor and instruct students in the use of various instructional technologies; demonstrate standard keyboarding touch techniques (fingers, posture, eyes on copy);

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