

**Oroville Elementary School District
Job Description**

JOB TITLE: INSTRUCTIONAL TECHNOLOGY ASSISTANT

SALARY LEVEL:	24	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School Site
REPORTS TO:	Site Administrator		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED	March 25, 1998
		REVISED	November 23, 1998
		REVISED	March 10, 1999
		REVISED	June 25, 2008
		REVISED	September 26, 2018

SUMMARY: The primary responsibility of the Instructional Technology Assistant is to organize the computer laboratory program to address student instructional needs. The Instructional Technology Assistants assists students with computer assisted instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Presents educational lessons to students through the use of computers in one-to-one or group settings.

Organizes the computer lab and monitors each student's progress.

Encourages students to develop and use critical thinking skills.

Assists students in becoming competent in the use of the instructional software.

Solicits information from the instructional software provider.

Previews and orders computer software and other technology products under the direction of the site administrator or designee.

Coordinates the use of computer software for instructional purposes.

Receives on-going training through on-line professional development with computer software providers.

Utilizes the student data generated by the computer software to analyze student performance in the lab setting to assist the classroom teacher.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may

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be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED). One to three months related experience and/or training; or, equivalent combination of education and experience. Must have some previous experience working with children, and knowledge of computers and other technological products.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy..

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess Instructional Aide Proficiency Exam Certificate (CODESP; or AA degree or higher; or 48 plus college units. Typing Certificate (25 w.p.m. net)

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

Ability to type; use basic machines such as photocopier; follow oral and written instructions; relate to children and adults; learn whatever skills necessary to successfully meet the job demands. Operate computers and video equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually quiet to moderate.

PCC:slc
previously INSTRUCTIONAL TECHNOLOGY AIDE