

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### INSTRUCTIONAL ASSISTANT-ASSISTIVE TECHNOLOGY

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#### **DEFINITION:**

Under the direction of the Director-SELPA, provide support to the Assistive Technology Technician in the ordering, creation, installation and distribution of assistive technology devices throughout the District as specified in a student's Individual Educational Program (IEP).

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in interpreting assessments for students with assistive technology needs.
- Assist users in using computers, terminals, printers and assistive technology devices; assist users with downloading software and files as required.
- Assist in the creation and design of needed assistive technology materials; create, design and maintain task folders and boxes, visual materials and other aids as required.
- Assist users in problem determination and solutions onsite.
- Assist staff by troubleshooting problems with computer hardware, operating systems, application software and assistive technology hardware.
- Assist in maintaining a log of all hardware, software and assistive technology devices used throughout the District.
- Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns.
- Operate a variety of standard classroom and office including a computer and assigned software.
- Move and maintain equipment as required.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and six months experience working with children in an educational setting or learning environment.

##### Licenses and other Requirements

- Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:
  - Completed at least two years of study at an institution of higher education OR
  - Obtained an associate's or higher degree (college level) OR
  - Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.
- Successful completion of a fundamental computer literacy course.
- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.

##### Knowledge of:

Instructional Assistant-Assistive Technology

- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Perform clerical duties related to classroom activities.
- Maintain records and files.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor/Classroom Environment.

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.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead and above shoulders to access materials.
- Sitting for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Bending at the waist, kneeling or crouching to assist students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 1/27/09**

**Unit Approved: 6/8/09**

**Board Approved: 6/22/09**

**FLSA Status: Non Exempt**