

CENTRAL SCHOOL DISTRICT

Job Title: Paraeducator III – Computer Instruction

Occupational Group: Instructional

Reports to: Principal/Designee

Pay Range: 19

Date of Board Approval: 7/18/2021

Work Year: 10 months

DEFINITION

Under general supervision, perform a variety of specialized computer instructional activities; coordinate the operations of a computer learning center; assist in providing instruction to individual or groups of students; perform routine clerical and supportive tasks for instructional personnel; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

High school diploma or equivalent, and one of the following:

1. Associate of Arts degree, or
2. Completion of two years of study at an institution of higher education (48 semester units), or completion of a formal local or state academic assessment test.
4. Department of Justice clearance
5. Current TB test with screening every 4 years to remain up to date

Experience:

- Two years of paid or volunteer experience working with multi-age groups of children; preferably in computer instruction, instructional technology, or subject matter areas applicable to the assignment.

Knowledge and Abilities:

Knowledge of:

Basic concepts of child growth, development, and instructional techniques; student behavior management strategies; proper English usage, punctuation, spelling and grammar; basic mathematical concepts; modern office practices, procedures and equipment; record keeping; operation of a computer; education software; hardware and software technology support.

Ability to:

Demonstrate an empathetic, patient and receptive attitude with students; utilize instructional materials and procedures; understand and carry out oral and written directions; assume responsibility for properly supervising students; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; meet schedules and timelines; effectively instruct students in computer literacy; troubleshoot and diagnose computer-related issues; work independently; provide positive customer service and ability to problem solve, be flexible and adjust assignments on short notice.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Assist individual and groups of students by facilitating computer-based learning activities including keyboarding. E
2. Provide computer instruction to students with varied computer knowledge and ability. E
3. Perform routine maintenance to ensure effective computer operations. E

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4. Troubleshoots routine computer software and hardware problems.
5. Maintain an inventory of computer-related instructional materials, software, manuals and equipment. E
6. Support instructional personnel in the preparation and presentation of learning materials. E
7. Administer, score and record a variety of assessments and report student progress to teachers. E
8. Assist in the management of student behavior through the use of positive reinforcement strategies and techniques. E
9. Maintain a variety of records and files, which may include confidential and sensitive information. E
10. Enters information into databases and systems.
11. Work cooperatively with school site and district staff. E
12. Maintain an orderly, attractive and positive learning environment. E
13. Administer routine first aid.
14. Supervise and monitor students both inside and outside of classroom.
15. Perform a variety of routine clerical functions.

WORKING CONDITIONS

Classroom environment, both indoor and outdoor; possible exposure to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40 lbs.; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.