

## INSTRUCTIONAL AIDE-COMPUTER LAB

### DEFINITION

Prepares, maintains, and monitors a school's computer lab, and assists a teacher or other certificated employee in conducting instructional computer-based activities.

### TYPICAL DUTIES

Prepares the computer lab for students' daily use and orders computer lab supplies.  
Assists teachers in selecting age-appropriate computer programs to integrate with classroom curriculum.  
Provides orientation and demonstrations to students and teachers on the use of software programs.  
Prepares and organizes instructional activities and materials related to utilization of computer hardware and software.  
Instructs students in the proper operation of computer hardware and software.  
Assists in the development and implementation of a school technology plan.  
Installs computer software applications and other computer peripherals.  
Creates a computer lab schedule by coordinating computer lab availability with class schedules.  
May troubleshoot minor hardware and software problems and submit repair requests to the Information Technology Division.  
May keep records of computer lab materials and equipment and track software licenses for school-wide software use.  
Other duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide-Computer Lab maintains a school's computer lab, uploads software, performs minor troubleshooting, provides training to students in computer operation and software capabilities and supports the instructional program.

An IT Support Technician works at a local site and installs and maintains personal computer systems, replaces malfunctioning components, and refers major hardware or software problems to service personnel.

An Education Aide III works in a school under the immediate supervision of a teacher or other certificated employee. Assigned duties involve assisting in instructional reinforcement activities with students.

### SUPERVISION

Immediate supervision is received from a certificated employee. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Components and capabilities of personal computers
- Microsoft Word, Excel, Power Point, and other software applications
- Installation and maintenance of computer hardware and peripheral equipment
- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students

### Ability to:

- Provide training on computer operation and software applications to students of various ages
- Operate classroom or general office equipment, such as computers, audio-visual equipment, scanners, photocopiers, and laminators
- Access and utilize Internet and Web resources
- Analyze and diagnose simple software and hardware malfunctions
- Work effectively with District personnel and students
- Maintain inventory and organize computer classroom supplies

## ENTRANCE QUALIFICATIONS

### Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to possess a high-school diploma or equivalent and one of the following:

1. Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

2. Possession of an associate or higher degree, from a recognized college or university;

OR

3. Receipt of a passing score on the District Proficiency Test and the Instructional Assistance Test.

### Experience:

Six months of experience primarily involving the installation, set up, or maintenance of personal computers and other computing devices, preferably networked devices. The following may substitute for the required experience: completion of one post high school education program course in information technology, or possession of one of the following certifications in any level: A+ certification, Apple ACSP, or Microsoft Fundamentals Certification. Experience working with children in an educational setting is preferred.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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MJM