

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - COMPUTER LAB

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certified teacher in providing instruction to individuals or small groups of students; monitor and report student progress.

REPRESENTATIVE DUTIES:

Tutor individuals or small groups of students, reinforcing instruction as directed by the teacher and providing assistance to students with computer hardware/software. **E**

Prepare lessons as directed by the teacher; and evaluate students according to established guidelines. **E**

Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior. **E**

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating education computer equipment and distributing and collecting paper and supplies. **E**

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. **E**

Assist students with computer hardware/software. **E**

Confer, as needed, with teachers concerning programs and materials to meet student needs. **E**

Assure the health and safety of students by following health and safety practices and regulations. **E**

Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned. **E**

Participate in meetings and in-service training programs as assigned. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic computer software programs.
- Basic principles of computer operation.
- Safe practices in classroom and playground activities.
- Child guidance principles and practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- Appropriate educational software.

ABILITY TO:

- Assist a certificated teacher with assigned computer activities.
- Assist with instruction and related activities in a classroom or assigned learning environment.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Provide routine technical assistance and technical advice to students working with computers.
- Print and write legibly.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.

Work cooperatively with others.

Monitor, observe and report student behavior according to approved policies and procedures.

Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience in working with children in an organized setting, and experience with the use of a computer.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the District's competency test in reading, writing, and mathematics is required before employment.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 50 pounds.