

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Computer Instructional Associate

Job Purpose Statement/s: The job of "Computer Instructional Associate" is done for the purpose/s of preparing, maintaining, and monitoring the computer learning lab; and conducting instructional computer-based activities under general supervision of the principal.

Essential Job Functions:

- Troubleshoot minor hardware and software problems to determine appropriate action to maintain computer lab operations.
- Create a computer lab schedule by coordinating computer lab availability with class schedules to ensure maximizing student use of computers.
- Installs and maintains computer hardware, software applications, and computer peripherals.
- Provides orientation, demonstrations, and instruction to students and teachers on the proper use of computer hardware and software programs.
- Prepare and organize instructional activities and materials related to the use of computer hardware and software.
- Recommends computer hardware and software application acquisitions to ensure availability of instructional materials.
- Assist in the development, review, and implementation of the school technology plan.

Other Job Functions:

- Provides feedback about student performance to teachers as requested.
- Prepares documentation (e.g. student logs, records) for the purpose of providing written support and conveying information.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Participates in various meetings and staff development for the purpose of sharing information and/or improving skills/knowledge.

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Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent.
- No Child Left Behind compliance.
- May require supplementary course work and additional training in the use of computers and software.
- Minimum of two years of computer experience in an office or school environment desired.

Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions, operate various computer software applications, maintain, test and troubleshoot hardware, software and peripheral problems, communicate clearly and effectively, perform basic clerical functions and arithmetic calculations, use English in both written and verbal form, use correct spelling, grammar and punctuation.
- Knowledge of methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including hardware, software, and peripherals.
- Abilities to provide training and assistance on computer operation and software applications to students of various ages, stand and walk for prolonged periods, analyze, diagnose and repair computer hardware, software, peripheral, and internet connection problems, read/interpret/apply rules, regulations, policies as they relate to the purchase and use of software including copyright laws and the use of licensed equipment and materials, interact positively with persons of different age groups and cultural backgrounds. Significant physical abilities include lifting/carrying, stooping/kneeling/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity.

Licenses, Certifications, Bonding, and/or Testing Requirements

- Criminal Justice Fingerprint Clearance
- Valid California Drivers License
- Tuberculin Clearance

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JOB TITLE: Computer Instructional Associate

Reports to: Site Administrator

Work Year: 181 days

Salary Placement: Range 7

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and CSEA Contract.

Board Approved: July 21, 1998
Revised: March 11, 2008