

INSTRUCTIONAL TECHNOLOGY PARAPROFESSIONAL

DEFINITION

Under general supervision, perform a variety of specialized instructional activities with an emphasis on technology-assisted instruction; assist in the learning activities with students in an instructional learning environment; perform a variety of supportive activities for instructional personnel, assist with technology training of staff; and do other related work as required.

ESSENTIAL FUNCTIONS

Under general supervision, present learning materials and instructional exercises using instructional technology; tutor individual students and small groups of students with learning needs to reinforce grade-level standards; monitor and assist all students as a follow-up to the presentation of technology-based instructional lessons by instructional personnel; may facilitate and implement instructional intervention programs for Title I, language support programs, and regular program students; assist in the evaluation of the instruction and student progress; direct students into safe learning activities and functions, and assist in shaping of appropriate social behaviors; assist in the management of student behavior through the use of positive reinforcement strategies and techniques; assist in the preparation of a variety of instructional materials and learning supports; maintain a variety of instructional media; assist in the coordination and administration of pre and post achievement testing; provide tutorial help through the use of instructional technology on a one-to-one or small group basis; assist students in achieving grade-level standards; respect and maintain confidentiality of student records; may prepare and support inservice for instructional personnel on technology use; troubleshoot instructional technology issues; perform other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods and procedures of operating, and maintaining instructional technology;
Instructional strategies utilizing technology;
Technology literacy techniques;
Basic concepts of child growth and development and developmental behavior characteristics;
Behavior management strategies and techniques;
Basic understanding of grade-level standards;
Routine record storage, retrieval, and management procedures;
Correct English usage, spelling, grammar, and punctuation.

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups;
Appropriately manage student behavior and guide them toward more acceptable social behaviors;
Understand and apply the basic concepts of child growth and development and possess a genuine liking for students;
Communicate effectively in oral and written form;
Perform routine job related tasks and operate a variety of school site devices and equipment;
Learn to utilize a variety of appropriate instructional materials and procedures with an emphasis on technology;
Understand and follow oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community;
Maintain a clean working environment;
Troubleshoot instructional technology issues.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in child growth and development, instructional technology, or a closely related field. Completion of one college course or the equivalent in instructional technology.

Experience:

One year of paid or volunteer experience working with various age levels in a learning environment utilizing instructional technology strategies.

REQUIRED LICENSES OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license and qualify for insurability with the District's insurance carrier.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling up to 50 pounds; some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity; the job generally requires 60% sitting, 20% walking, and 20% standing.

Environment:

Indoor/technology lab environment;
Fast paced environment with changing priorities.

Physical Demands:

Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment;
Sitting or standing for extended periods of time;
Bending at the waist, kneeling or crouching to assist students;
Seeing to view a computer monitor and hearing/speaking to exchange information.

Pre-placement Physical: Class I