

Redlands Unified School District

Instructional Technology Support Paraprofessional

DEFINITION

Under general supervision, perform a variety of specialized instructional activities with an emphasis on Telepresence instruction; assist students with learning activities and the use of technology in an alternative learning environment; perform a variety of routine clerical and supportive activities for instructional personnel; troubleshoot minor technical issues; and do other related work as required.

ESSENTIAL FUNCTIONS

Under general supervision, independently supervise students; support, facilitate and monitor learning activities as instructed by distance learning teacher or coordinator; orient students to the various uses of technology in the Telepresence classroom; tutor individual students and small groups of students to reinforce learning activities; monitor and assist all students in drill, practice and study activities as a follow-up to the presentation of instructional lessons by instructional personnel; direct students into safe learning activities and functions, and assist in shaping of appropriate social behaviors; help to reduce unease of students learning in a distance learning environment; assist in the management of student behavior through the use of positive reinforcement strategies and techniques; interact positively with students; assist in the preparation of a variety of instructional materials and learning aids; maintain a variety of instructional media; assist in the coordination and administration of classroom assessments; maintain classroom computer inventories throughout the school year; assist with the use of classroom computers and other instructional technology; troubleshoot technology problems in the Telepresence classrooms.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods and procedures of operating, and maintaining computer, peripherals, and other equipment generally found in a Telepresence classroom;  
Various word processing, spreadsheet, and presentation programs;  
Behavior management strategies and techniques;  
Correct English usage, spelling, grammar and punctuation;  
Internet Acceptable Use Policy;  
Basic understanding of the use of instructional technology such as: scanners, document cameras, and web-based learning management system.

Ability to:

Demonstrate an understanding, patient and receptive attitude toward high school students;  
Work collaboratively with multiple teachers and in a variety of subject areas;  
Appropriately manage student behavior and guide them toward more acceptable social behaviors;  
Communicate effectively in oral and written form;  
Perform routine clerical tasks and operate a variety of education and office related machines and equipment;  
Learn to utilize a variety of appropriate instructional materials and procedures with an emphasis on using computers;  
Understand and follow oral and written directions;

Ability to (continued):

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 environment in the classroom;

Troubleshoot all computers, printers, digital cameras, TV monitors and all peripherals in the classroom;

Maintain involved awareness of class content and directions to assist students;

Prepare and distribute lesson materials as directed by the teacher;

Administer exams and assessments and ensure test security;

Log in and navigate a Learning Management System.

EDUCATION AND EXPERIENCE

Education:

Possess a College AA degree with coursework or training in general education or related field or 48 semester units of general education coursework from an accredited institution of higher learning, or pass district paraprofessional examination. Aptitude and skill in instructional technology, including knowledge of Moodle, Google Docs, and /or Blackboard.

Experience:

One year of paid or volunteer experience working with students requiring a specialized learning environment involving computer assisted instruction.

Completion of a least one college course or the equivalent on computer operations and/or instructional technology preferred.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work involves some pushing and pulling of objects weighing up to 100 pounds, with lifting of 50 pounds; physical dexterity in limbs and digits necessary to perform duties; ability to bend, stoop, grasp, and reach.

Pre-placement Physical: Class I