

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Computer Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various schools	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 PARA
REVISED:	October 8, 2002		

BASIC FUNCTION:

Provide assistance to the computer instructional program in computer labs and school classrooms.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Tutor individual pupils or groups of pupils using computers in the computer lab or classroom. **E**

Coordinate and supervise pupil use of computer lab. **E**

Assist in coordinating the use of computers including providing software, inservice training, and technical assistance. **E**

Assist certificated staff in developing writing projects through use of computers. **E**

Clean computers and maintain software. **E**

Assist with ordering computer supplies, software, and hardware, and with distribution and inventory. **E**

Participate in staff development programs as directed. **E**

Gather, compile and prepare data for statistical and operational reports. **E**

Maintain records of expenditures for computer materials, supplies and equipment. **E**

May train and direct pupil monitors.

Participate in workshops or meeting related to microcomputer use. **E**

May supervise pupils at assemblies, on field trips, and in the lunch or play areas.

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips.

May assist with the logging of daily bus ridership data.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSING AND OTHER REQUIREMENTS:

Personal appearance, grooming and language patterns which will provide a satisfactory example to pupils.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Instructional/tutorial procedures and practices.
Reading and writing English communication skills.

ABILITY TO:

Demonstrate skills in the use of computers and appropriate computer software.
Demonstrate enthusiasm for and interest in the instructional program.
Communicate with and understand the needs of pupils.
Establish and maintain effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, classroom and outdoor settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.