Job Title: INSTRUCTORIAL AIDE, CBIS DEPARTMENT LABS

SUMMARY
Under the direction of the CBIS Department Head, provide instructional assistance, clerical support, and simple equipment maintenance for CBIS Department computer labs; assist students in personalized instruction for PC based office applications; assist students in using computer based testing and skill assessment tools; assist students in the proper use of equipment and materials; assist with simple maintenance on PCs and printers; assure the preparation and maintenance of student files and instructional materials and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Assist in the operation and maintenance of the CBIS Department’s computer labs; provide assistance to individuals or groups of students according to instructions.

Assist and tutor students in personalized instruction for PC based office applications (word processing, spreadsheets, database, and presentation software); provide one-on-one tutorial assistance to students; monitor student progress and keep instructors notified of student progress; refer students to counseling as appropriate.

Assist students with the use of the CBIS Department’s skill assessment and testing software. Help them to create user accounts. Know how to assess the skill assessment and testing software databases to generate status reports for students and instructors. Manage skill assessment and testing databases.

Demonstrate and assist students in the proper operation and use of equipment and software; demonstrate and operate computerized student attendance program; manage CBIS 673 students and database; assist students in accurate record keeping.

Prepare instructional materials, software, and equipment for teachers’ and student use as requested and according to approved procedures.

Maintain the CBIS Dept. computer labs in a safe, clean, and orderly condition; maintain condition of equipment and order of equipment and supplies; notify computer lab technicians of needed equipment repair and replacement.

Operate a variety of instructional equipment including personal computers, printers, video projection systems, VCRs, and audio systems.

Perform other related duties as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Basic instructional techniques and procedures.
PC based office applications (word processing, spreadsheets, database, and presentation software).
Skill assessment and testing software.
Personal computer operations.
Operation of overhead projection systems.
Personal computer troubleshooting.
Proper methods of starting up and shutting down computer lab equipment.
Computer lab practices and procedures.
General office practices, procedures and equipment.
Proper methods of storing equipment, materials and supplies.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Provide instructional reinforcement to individuals and groups of students.
Provide information and assistance to students and staff.
Learn and demonstrate operation and maintenance of CBIS computer lab PCs, PC software and skill assessment and testing software.
Assure the care and security of assigned equipment, materials and supplies.
Perform clerical duties such as filing, duplicating and maintaining records.
Plan and organize work.
Understand and follow oral and written directions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE
Any combination equivalent to: graduation from high school and some related instructional assistance experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.
REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, stand, and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: November 18, 2002
Revised: