Job Title: INSTRUCTIONAL AIDE-LEARNING RESOURCES COMPUTER LAB

SUMMARY

Under the direction of the Department Head, the instructional aide provides instructional and technical assistance in a Learning Center computer lab; assists students in the proper use of computer equipment, software, supplies and instructional materials; assists in the scheduling and maintenance and security of the computer lab.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the operation and maintenance of a computer lab.

Provides assistance to individuals or groups of students.

Demonstrates and assists students in the proper operation and use of equipment and materials; demonstrates and operates computerized student attendance program.

Assists in hardware and software changes or modifications as necessary.

Assists in the training of new student workers.

Assures the security of equipment.

Provides students with information on division resources available to students.

Prepares instructional materials and equipment for teachers and students use as requested and according to approved procedures.

Maintains Learning Center computer lab in a safe, clean, and orderly condition.

Maintains condition and order of equipment and materials.

Notifies appropriate personnel of needed equipment repair and replacement.

Maintains a variety of records and files related to the Learning Center computer lab activities including attendance records.

Answers phones and questions and perform a variety of other clerical duties.

Operates a variety of instructional equipment including computer terminals, printers and scanners.

Performs other 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.
General office practices and procedures.
Macintosh and Windows (PC format) operating systems, popular software and Internet search techniques.
Recordkeeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:
Utilize, demonstrate and communicate proficiency in the use of Macintosh and Windows (PC format) operating systems, popular software, and Internet search techniques.
Demonstrate proper use of computer equipment.
Provide instructional assistance to individuals and groups of students.
Understand and follow oral and written directions.
Learn and demonstrate operation and maintenance of Learning Center computer lab equipment and materials.
Operate a computer workstation to enter data, maintain records, and generate reports.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Work cooperatively with others.

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

CERTIFICATES, LICENSES, REGISTRATIONS
Valid California drivers license and a driving record acceptable to the District for insurance purposes.

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 of 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 several concrete variables in standardized situations.
Physiological 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. The employee is occasionally required to 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, 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: May 15, 2000
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