PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

COMPUTER INSTRUCTIONAL SPECIALIST

DEFINITION
Under general supervision to perform tasks which are supportive of the Computer Instructional Program for elementary students.

DISTINGUISHING CHARACTERISTICS
This is the journey level class in the Instruction Aide series which specializes in supporting the District Technology Curriculum for K-6 students. Computer Instructional Specialist are expected to possess specialized knowledge and expertise relating to the types and uses of personal computers, software and other technology devices and programs.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the sites and District administration.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Oversees computer use/activities, under the direction of the site administrator and classroom teacher.
2. Works with small or large groups of children to support and reinforce District and teacher provided curriculum.
3. Supervises students in utilization of technology in the lab under guidelines set by the District.
4. During scheduled classroom visits and/or recess, maintains an orderly and safe environment according to policies established by the District.
5. Ability to identify hardware and software problems and submit work orders for repairs.
6. Assists in the preparation of and utilizes instructional training materials, such as charts, displays, signs and digital presentations including lessons prepared by the teacher which are appropriate to computer education, technology education and digital citizenship.
7. Operates equipment, instructional software and devices that support District and teacher provided curriculum.
8. Monitors web access during lab use.
9. Attend appropriate staff development activities.
10. Reports student progress to classroom teacher.
11. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

1. Knowledge of basic preventive maintenance for computers.
2. Ability to operate computers and related equipment.
3. Ability to administer appropriate software based on District and teacher prepared lessons.
4. Use on-line websites and understand security risks and precautions.
5. Ability to utilize computer management systems.

6. Knowledge of the methods used in controlling and motivating children.
7. Knowledge of basic English, recordkeeping, filing, and simple arithmetic, computer software, file maintenance and operations.
8. Ability to learn simple methods and procedures to be followed in an instructional environment.
9. Ability to communicate effectively with students, staff and to project a mature, constructive, stable and healthy attitude in a learning environment.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of general instructional aide experience. Two years of experience in computer instructional or computer operations, desirable.

Training:

Some college level courses in Information Technology, Business, Programming or equivalent, desirable.

Ability to read and write at a level necessary for job performance.

Special Requirements

High School Diploma or GED.,

Possess an Associate of Arts (or higher) degree **or** have completed 48 units from an accredited post secondary educational institute **or** pass the District proficiency test in area to which assigned.

Effective: 5/6/15