

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Instructional Paraprofessional – Computers

DEFINITION:

Under supervision and limited direction of the Site Administrator, and in cooperation with the classroom teacher(s), performs the necessary duties to assist with the delivery of the district technology standards and curriculum to meet the individual needs of students and to assist in the daily operations of the computer lab.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Develops and maintains a total computer lab suitable for staff and students. Provides an atmosphere for learning and enjoyment
- Develops and presents lessons to classes that introduce students to computer hardware, software and the internet
- Oversees and participates in operating the computer lab; assist students and staff in locating materials and information
- Conducts computer activities using a variety of techniques and materials
- Maintains, and makes available to teachers, resources and/or internet material related to current curriculum
- Maintains current and accurate records of site computers and technology equipment
- Researches and recommends software purchases
- Develops and constructs motivational bulletin boards relevant to computer education
- Develops and prepares, in collaboration with school staff, a school wide schedule indicating computer sessions and time scheduled
- Operates all computer related equipment, safely and effectively
- Participates in profession meetings and seminars as required
- Performs other related duties as required
- Responsible for set up, training and implementation of annual testing for applicable staff and students

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Methods and attitudes required in working with children
- General needs and behaviors of children, and demonstrate genuine empathy for children
- Site server and computer systems
- Computer terminology and reference tools
- Standard media center practices and reference tools
- Current technology used in the library, classroom and computer lab
- Mac and PC computer hardware
- Chromebooks
- K-6 Educational Software

ABILITY TO:

- Manage and maintain the computer lab and software, making independent decisions and working with minimal supervision
- Prepare lesson plans and present classroom experiences
- Maintain current and accurate record
- Analyze situations accurately and adopt an effective course of action
- Relate positively to students, staff and the public
- Maintain a cooperative relationship with those contacted in the course of work
- Understand and follow oral and written directions
- Maintain the confidentiality of school related information

EXPERIENCE:

- One year working with children
- One year in a computer setting, or one year of office experience with similar responsibilities preferred

REQUIRED LICENSES/CERTIFICATES:

- Must successfully pass the Instructional Assistant Proficiency Exam *prior to employment*
- Posses or obtain a Red Cross recognized first aide certificate or successful completion of a first aid course within three (3) months after employment
- Possess or obtain CPR certificate within three (3) months after employment

DESIRABLE QUALIFICATIONS:

- Ability to communicate in Spanish

First Reading: 08/04/ 2005

Second Reading: 08/04/2005

Approved: 08/04/2005

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