LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION

RESOURCE ASSISTANT - TECHNOLOGY

BASIC FUNCTION:

Under the direction of the Principal or designee, perform a variety of duties involved in the operation and maintenance of an assigned computer laboratory; provide training and instructional assistance to students concerning the operation of computers, software applications, and related peripheral equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of duties involved in the operations and maintenance of assigned computer laboratory; confer with site administrator and teachers in scheduling classes for computer lab use; prepare and set up computer lab, computer equipment and lab materials for student use; move and set up computers.
- Provide instructional assistance related to the use of information technology to individuals and groups of students at an assigned school; support instructional personnel with the presentation of technology-based instruction and exercises in the classroom or computer laboratory.
- Prepare computer lab learning activities and projects in accordance with teacher lesson plans; support teachers in planning and choosing appropriate software to compliment lesson plans; monitor and adjust lab activities in response to the needs of students and teachers.
- Assist individuals and groups of students in completing computer lab assignments and projects in support of classroom assignments; perform demonstrations; answer student questions, reinforce and follow-up on learning activities; monitor student assignments in the computer lab; assist students with developing and meeting goals; ensure student understanding of computer lab rules and procedures; observe and control behavior of students in the computer lab; and report student progress and performance.
- Assist staff and students in creating documents and multimedia projects; convert files for use when needed.
- Maintain computer lab and equipment in a safe, clean and orderly condition; dust, wipe down and clean computers, peripherals and classroom furniture; ensure the health and safety of students by following established health and safety practices and regulations.
- Maintain computers in proper operating condition; maintain software updates and troubleshoot network connectivity; troubleshoot computer hardware, software and peripheral malfunctions; monitor and ensure proper functioning of printers and other peripherals; perform or arrange for general maintenance and repairs as needed; install and maintain hardware and software as assigned.
- Maintain various records and files related to computer lab activities such as usernames, login's and computer passwords, student performance and progress, and assigned activities.
- Prepare and set up work areas, decorations, posters and displays; distribute and collect paper, supplies and instructional materials.
- Assist with administering and monitoring students during tests as assigned; assist with multimedia presentations and technology based campus activities.
- Monitor inventory levels of computer lab supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.
- Input student information and a variety of data into computer systems; maintain and update databases and automated records; initiate queries and generate computerized lists and reports.
- Communicate with staff, teachers and others to exchange information and resolve issues or concerns.
- Attend and participate in various meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
- Any combination equivalent to: graduation from high school supplemented by college level course work in information technology or related field and two years experience in computer operation and some experience working with students in an organized setting.

Knowledge of:
- Principles, methods and procedures of operating computers and peripheral equipment in an instructional environment; internet research techniques; and basic instructional methods and techniques.
- Principles of computer hardware systems, software applications and languages utilized.
- General understanding of the District's network infrastructure.
- Computer hardware systems and software applications utilized by the District.
- Classroom procedures, appropriate student conduct and safe practices in computer lab activities.
- Student supervision and guidance principles and practices.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Requirements of maintaining a computer lab in a safe, clean and orderly condition.
- Oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to:
- Provide training and assistance to students concerning the operation of computers and related peripheral equipment and software applications.
- Assist individual and groups of students in completing computer lab assignments and projects.
- Carryout district and site policies, procedures and regulations.
- Assist certificated teachers in reinforcing instruction to small groups or classes of students.
- Demonstrate proficient keyboarding skills.
- Monitor, observe and report student progress.
- Observe and control student behavior according to approved policies and procedures.
- Troubleshoot and perform general maintenance and repairs to computers and peripheral equipment.
- Plan, meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Maintain regular and consistent attendance.

WORKING CONDITIONS:

Work Environment:
- Indoor environment with constant interruptions.

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.
- Dexterity of hands and fingers to operate a variety of computer equipment.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Seeing to view a computer monitor and read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 10/8/97, 2/9/05, 2/14/18

FLSA Status: Non-Exempt