INSTRUCTOR - TECHNOLOGY	
DEPARTMENT/SITE: SCHOOL SITE	**SALARY SCHEDULE:** Classified Salary Schedule (Group 1/Group 15) **LEVEL:** Range 42 **WORK YEAR:** 10 Months
REPORTS TO: SITE PRINCIPAL OR DESIGNEE	**DATE CURRENT JOB DESCRIPTION APPROVED:** Board of Education effective:....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of Site Principal or Designee to assist students and staff in the use of the District technology in order to increase the effectiveness of the total educational program. The incumbents in this classification provide the school community with instructional services which directly support student learning.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructor - Technology is assigned to provide appropriate computer lab instruction and enrichment to students; to plan and implement presentation and materials related to specialized area of instruction to enrich the academic program.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Provide age appropriate technology lab instruction that meets State standards to students in collaboration with a certificated employee or Technology Education staff member.
- Assist pupils and staff in the use of instructional materials; prepare teaching aides.
- Distribute, and account for resource materials and conduct staff development activities related to technology education.
- Assist in providing leadership in program activities relating to the District's technology educational strategic plans.
- Plan and implement presentations and materials related to specialized area of instruction to enrich the academic program.
- Carry out teacher designed systematic programs by using delivery of cues, prompts and instruction.
- Meet with other classified and/or certificated team members for professional development, instructional planning, and coordination of the academic program to benefit students.
- Use consistent delivery of classroom or student behavior plan.
- Arrange bulletin boards and other displays.

- Assist certificated staff in providing appropriate technology-based instruction to students, including assisting certificated teachers in planning and implementing the technology education program.
- Assist in the development, and advise and supervise extracurricular student activities, parent inservices, and related community programs in Technology Education.
- Maintain computer lab and work area in a clean and orderly condition.
- May write and help others write programs and templates.
- Make group and formal presentations.
- Operate computers, monitors, video cameras, microphones and peripheral equipment.
- Provide technical assistance in the operation and maintenance of specialized instructional equipment as assigned.
- Provide assistance to and interact with students; adjust and maintain specialized equipment, if any, ensuring timely availability for student use.
- Monitor and control student behavior according to established procedures.
- Maintain inventories of supplies, material and equipment, ensuring that adequate amounts are available for timely instructional use; prepare and issue material and equipment for student use.
- Maintain a variety of records and files; prepare teaching aides maintain learning environment in a safe and orderly condition.
- Operate and care for equipment used in the classroom; operate audiovisual equipment; may operate copy machine.
- Prepare and assist pupils in the use of instructional materials; distribute and collect instructional materials.
- Administer first aid for the purpose of providing emergency care.
- Provide input to teachers on various programs.
- Demonstrate positive, respectful and age-appropriate interactions with students across all school settings as demonstrated by positive tone of voice and pointing out successes of students.
- Report observations and incidents relating to specific students, for example, discipline, accidents, illnesses, etc.
- Resolve conflicts & disputes for the purpose of maintaining orderly conduct.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:
(*At time of application*.)

Knowledge of:
- Enhanced learning through use of computer software
- Personal computer operating systems
- Operation, adjustment and minor maintenance of computers and peripheral equipment
- Network capabilities
- Basic instructional and reinforcement methods and techniques; word processing, database, spreadsheet, and multimedia hardware and software
- Classroom procedures and appropriate conduct; safe practices in school activities
- Interpersonal skills using tact, patience and courtesy
- Basic recordkeeping and instructional techniques
- Positive role modeling in language, appearance, and attitude

Skills:
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Read, write and understand the English language

Ability to:
- Develop and maintain collegial relationships with staff
- Tutor and demonstrate technology activities
- Word in conjunction with classroom teachers and Discovery Lab Teams
- Learn new computer-based programs appropriate for K-6 students
- Assume the responsibilities involved in working with students
- Work with minimum supervision
- Develop written communication
- Operate and maintain equipment used in technology education program
- Establish and maintain cooperative relations with staff and community members
- Maintain confidentiality
- Provide technical and training support
- Follow written and oral instructions; communicate effectively
- Maintain confidentiality and positive attitude at all times.

EDUCATION REQUIRED:
High school diploma or the equivalent.

Two years of college (48 units), **or**

A.A. degree (or higher) in Computer Science or a related field, **or**

Pass a local assessment of knowledge and skills in assisting in instruction.

B.A. or B.S. degree in related field preferred.

EXPERIENCE REQUIRED:
Two (2) years of experience is desirable; experience in the field may be substituted for the requirements where appropriate; experience in training groups in the use of technology; experience in a K-12 school based instructional program or in a recreational program for school age children is desirable.

LICENSE(S) REQUIRED:
- None required.

CERTIFICATIONS AND TESTING REQUIRED:
- Must possess and maintain current First Aid certification and CPR certification.
- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
    - Criminal Justice and FBI Fingerprint Clearance
    - Negative pre-employment drug screen test at District's expense
    - Pre-employment physical exam at District's expense

o Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Computer lab, classrooms, media center, office environments, school site
- Hearing and speaking to exchange information
- Seeing to view a computer monitor and supervise a classroom of children
- Dexterity of hands and fingers to operate a computer keyboard
- Lift and move equipment up to 50 lbs.
- Sit, squat, bend and stoop in order to assist in instruction
- Exposure to intermittent noise
- Frequent interruptions
- Potential for contact with bloodborne pathogens and communicable diseases