

## OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT I – Computer Lab Instructor

*This is a part time, school session position – 3.75 to 25 hours per day – 180 days*

*SALARY: Range 7.5 on the Classified Hourly (CL)&(CH) salary schedule*

### DEFINITION

Under direction of the Principal and in consultation with the district Instructional Technology Specialist and/or the district's Director of Technology, help to coordinate and manage the school's computer lab and mobile computing resources (mobile carts) while assisting teachers with providing technology infused lessons in fulfillment of the district's student technology standards matrix. Help to develop and implement lessons that advance students' technology skills, exercise appropriate digital citizenship practices, and engage in safe and appropriate interactions through on-line learning environments.

### EXAMPLES OF DUTIES

In collaboration with the district Instructional Technology Specialist(s) and other sites' computer lab instructors, implement a range of technology infused lessons that develop and reinforce students' computer operation, account access (both local on web/cloud hosted accounts), keyboarding, and file management skills. Train students in the use of basic productivity tools such as word processing, painting/drawing, presentation; spreadsheets, in stand alone and collaborative environments. Provide instruction in digital citizenship, information literacy, on-line safety, appropriate on-line behavior, and respect of intellectual property and copyright laws. Assist in the administration of computer based assessments (such as common core testing). Work in partnership with teachers to identify and deliver technology infused lessons across the curriculum. Meet regularly with Instructional Technology Specialist and/or director of technology and other computer lab instructors to plan, train, and coordinate activities. Help to ensure that the computer lab and shared mobile learning labs/carts are maintained in good order and operational condition. Perform related duties as assigned.

Schedule of days to be present on campus to be determined in consultation with the site Principal.

### EMPLOYMENT STANDARDS

Knowledge of: Operation of Apple computer operating systems and SMARTboard interactive whiteboard systems. Accessing and using cloud based collaborative document authoring and management systems (such as Apple iWork programs, Google Apps for Education and/or Microsoft Office 365) Correct English usage, spelling, vocabulary and grammar; child guidance principles and practices; basic subjects taught in District schools; effective interpersonal communication skills; record-keeping techniques.

Ability to: Work with a variety of computing platforms such as desktops, laptops, tablets (iPads), chromebooks, etc. Perform basic analysis and troubleshooting of computer issues. Explain computer/computing concepts in a clear and engaging manner. Maintain class control in an environment where students are readily distracted by constant access to computing devices. Communicate clearly and thoroughly with district technology department regarding computer and/or networking issues. Learn District guidelines and processes and apply them in a variety of situations; develop or modify lesson plans and instructional materials; establish and maintain cooperative and effective working relationships with students, teachers, and other staff.

Education and Experience: Any combination equivalent to completion of two years of college.

### WORKING CONDITIONS

Computer lab environment.