

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Program Assistant/Computer

II. **Definition**

Under the general supervision and direction of certificated staff to provide assistance to an instructional program in the area of micro-computer use; and to perform related work consistent with the job description.

III. **Examples of Duties**

Independently preview, order and assign supplies and materials for usage; relieve certificated personnel of routine tasks when possible; document, copy and up-date instructional micro-computer materials under the direction of a certificated staff member; trouble shoot when minimum repairs to equipment/materials commonly used in a Computer Assisted Instruction Laboratory or classroom micro-computer workstation are needed; teach specialized micro-computer vocabulary and coordinate student learning activities; maintain records of student achievement; maintain attendance records; coordinate budget information with District office personnel; duplicate and maintain files of Computer Assisted Instruction Laboratory materials; assist in the management and guidance of student behavior through the use of positive reinforcement strategies and assertive discipline techniques; participate in the evaluation process; assist staff during select classroom activities; participate with certificated staff in the planning and evaluation of instructional activities.

IV. **Distinguishing Characteristics**

This position requires an in-depth knowledge/mastery of micro-computers and the use of educational software.

V. **Employment Standards**

A. **Knowledge of:**

Advanced methods, practices and terminology commonly used in the use of micro-computers and educational software;

Correct English usage, grammar, spelling and punctuation;

General concepts of child growth and development and child behavior characteristics;

Simple clerical procedures for the receipt, inventory and storage of a variety of micro-computer materials and supplies.

B. **Ability to:**

Meet the public tactfully and courteously and to establish and maintain cooperative and effective working relationships;

Organize and implement teacher planned micro-computer activities with minimal supervision;

Understand and carry out oral and written instructions;

Relate to students in a warm and caring manner;

Learn to operate and do troubleshooting on equipment commonly used in a Computer Assisted Instruction Laboratory and classroom micro-computer workstations;

Learn to maintain student progress records and to ensure that students are following teacher planned instructional programs in the proper sequence.

C. Education/Training/Experience:

Two years experience working with micro-computers and the completion of the 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

D. Licenses/Certificates:

VI. Specific Qualifications

Passage of the District Instructional Associate competency tests.

Passage of the Program Assistant/Computer Instruction test.

Date October 1990

Range 21

Position Code PAC

JBD:cf