

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Technology Para Educator

BASIC FUNCTION:

Under direct supervision, to perform paraprofessional computer-related instructional activities; work with instructional staff and students in the facilitation of the use of technology; assist with the maintenance and management of the school site computers; provide a variety of supportive technology-related tasks for teachers and students; and to do related work as required.

ESSENTIAL DUTIES:

- Assess useful software and technology for use with classroom computers.
- Assists individual students and small groups of students in the use of computers to reinforce and follow-up learning and training activities.
- Assists instructional staff with the presentation of learning materials to improve computer literacy, grades K-5.
- Maintain notes and records of student progress and achievement.
- Apply technology in assessing student learning of skills and knowledge using a variety of assessment techniques.
- Design and connect core classroom content to technology in engaging ways, reinforcing classroom learning.
- Prepare instructional materials; assist instructional staff with the presentation of learning materials.
- Assists instructional staff in the use of computers; uses positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior and an appreciation of human diversity.
- Uses good judgment regarding appropriate action to assist an injured or physically ill student.
- Maintains discipline in the absence of the teacher.
- Operates a variety of computer and technology equipment.
- Runs maintenance and file repair programs.
- Loads new programs; schedules the use of programs.
- Assists with minor maintenance, troubleshoots and notifies appropriate technical staff of software errors and equipment problems.
- Assist staff and students in the use and care of equipment.

OTHER REPRESENTATIVE DUTIES:

- Attend grade-level Professional Learning Community (PLC) meetings regularly to obtain direction from and provide feedback to teachers.
- May perform addition and deletion of users.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic concepts of child growth and development and developmental behavior characteristics
- Behavior management strategies and techniques
- Appropriate English usage, punctuation, spelling, and grammar
- Basic arithmetical concepts
- Current computer and multi-media equipment
- Microsoft Word and Microsoft PowerPoint

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups
- Appropriately manage student behavior and guide student toward more acceptable social behaviors
- Communicate effectively in oral and written form
- Operate computer equipment and multi-media devices
- Become familiar with appropriate computer operating systems and related hardware and courseware
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment
- Understand and carryout oral and written directions
- Establish and maintain cooperative working relationships with children and adults
- Maintain a disciplined and effective classroom

MINIMUM QUALIFICATIONS:

Experience:

One year of experience working with children of various age levels. Must have computer knowledge of Macintosh and PCs and/or a demonstrated aptitude for these computer operating systems.

Education:

Completion of the twelfth grade, supplemented with training or coursework in computer technology equaling 30 semester or 45 quarter units from an accredited institution.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes a desirable example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- School and indoor classroom environments
- Moderate noise level

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist.
- Ability to frequently lift, push, pull and/or move up to 25 pounds, and occasionally lift, push, pull and/or move up to 50 pounds with assistance.
- Ability to climb stairs.
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person or on the telephone.

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to operate technology, computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment
- Must be able to move computer equipment as required for maintenance, installation, and upgrade

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions and limitations of assigned duties