

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: PARAEDUCATOR II - COMPUTER INSTRUCTION****BASIC FUNCTION:**

Under the direction of an administrator, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a computer environment; provide assistance, supervision and instructional training to individuals and small groups at a site in the operation of computers, related peripheral equipment and software applications; perform a variety of duties involved in the operation, troubleshooting and maintenance of a computer laboratory; perform routine clerical and supportive tasks for instructional personnel.

DISTINGUISHING CHARACTERISTICS:

The Paraeducator I - Computer Instruction is assigned to school site and supports with technological components of instruction and assessment in a computer environment. Incumbents in Paraeducator I - Computer Instruction.

ESSENTIAL DUTIES:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of students in the operation of computers, related peripheral equipment and software applications.
- Assist in the presentation of instructional materials and implementation of lesson plans used for computer lab activities.
- Support teachers and school personnel in the use of computers, software and equipment; provide demonstrations to students and staff on the use of software programs; support instructional personnel with the presentation of technology-based instruction and exercises in the classroom or computer laboratory.
- Perform a variety of clerical duties in support of computer lab activities such as preparing, typing, duplicating and filing instructional materials.
- Assist students in completing classroom assignments, homework and projects.
- Assist teachers with administering and monitoring students during assessment; may score and record results of a variety of tests and assessments.
- Perform general maintenance and basic repairs; arrange for more complex repairs as needed; install, update and maintain hardware and software as assigned.
- Oversee computer laboratory facility use and develop schedule of computer lab classes.
- Operate and adjust computer equipment and peripherals; prepare and set up computer lab, computer equipment and lab materials for use.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Principles, methods, terminology and procedures of operating computers and peripheral equipment in an instructional environment.

Applicable laws, codes, rules, policies and regulations.

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.

Record keeping techniques and generation of reports.

Provide training and assistance to students and staff concerning the operation of computers and related peripheral equipment and software applications.

Troubleshoot and perform general maintenance and repairs to computers and peripheral equipment.

Schedule use of computer lab.

Meet timelines.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and sufficient training and related experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos, successful passage of the District Proficiency exam in Reading, Writing, and Math or meet equivalent education as listed above.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sit or stand for extended periods of time.

See to view a computer monitor and read a variety of materials.

Hear and speak to exchange information.

Push, pull, lift or carry moderately heavy objects up to 50 pounds and 51 pounds with assistance.

Reach overhead and above shoulders to maintain computers and equipment.

Bend at the waist, kneel or crouch to assist students and troubleshoot computers, peripheral equipment.