



Classified Job Description

CSEA Revised: March 19, 2015
NJUHSD Board Revised: April 8, 2015

Position Title:	PARAEDUCATOR – TECHNOLOGY EDUCATION
Contract Term:	9 months per year
Salary Range:	18

GENERAL DEFINITION:

Coordinates and operates a computer center using computerized programs to provide material and instruction, collects data and provides computer assistance and instruction to students and teachers.

UNDER SUPERVISION OF:

Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Designs a schedule of student laboratory use.
2. Prepares and edits operating instructions for use of computer terminals, instructs students and teachers in appropriate equipment operation, monitors students' performance and progress.
3. Provides information, consultation, and follow-up assistance to students and teachers, provides timely reports to appropriate personnel on request.
4. Keeps informed of software programs available for laboratory use.
5. Uses a combination of audio, graphic, and printed presentation materials.
6. Presents instructional curriculum software.
7. Tests and performs minimal adjustments of terminals, printers, cables, etc.
8. Proctors student tests.
9. Coordinates and arranges for repair and service of equipment.
10. Maintains cleanliness standards for a computer laboratory.
11. Monitors student use of technology.
11. May establish extended learning programs for other students and adults.
12. Must be able to meet and interact with employees and parent/guardians in routine situations, which require tact, discretion and courtesy.
13. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Experience working with students in large and small group situations is preferred. Must have ability to pass the Paraeducator/Instructional Aide Exam or have completed two years of study at an institute of higher education or have an Associate of Arts (AA) degree or higher. Experience with microcomputers, networks, and computer system software preferred. Knowledge of operating systems, program and principles of computer assisted instruction, and proficiency in computer keyboarding.

LANGUAGE SKILLS:

Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from students and administration. Ability to speak effectively before staff groups.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

CERTIFICATIONS, LICENSES:

General knowledge of first aid and CPR. Valid California driver's license.

OTHER SKILLS and ABILITIES:

Ability to adapt to individual needs of students and work with interruptions; give oral presentations to groups; make clear reports and keep accurate records; organize and schedule blocks of time; give directions clearly; effectively supervise students; work independently; demonstrate on the job skill proficiency. Demonstrate quality work and exceptional work habits.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and to talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools. The employee will frequently bend or twist at the neck and trunk more than the average person while performing duties of this job.

The employee must occasionally lift and/or move up to 50 pounds such as technology equipment and networking cable. The employee will sometimes push/pull items such as furniture and equipment. The employee will frequently interact with other staff members. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.C.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional related duties and additional related duties may be assigned.