

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE: Paraprofessional-~~III~~ **Lab Technician**
Computer Lab (~~*NCLB Compliant~~)

REPORTS TO: An Assigned Supervisor

DEPARTMENT: School Site

CLASSIFICATION: Classified

WORK YEAR: 9-1/2 Months

SALARY: RANGE ~~12(*13)~~ **13**

BASIC FUNCTION: Assists in providing Computer lab instruction or STEAM integrated standard aligned instruction to individuals or small groups of students at an assigned school site; prepares instructional materials.

ESSENTIAL DUTIES AND REPRESENTATIVE DUTIES:

Assists in providing feedback regarding student progress in a wide variety of skills such as collecting performance data, reporting progress regarding student performance to the teacher, or assisting staff in administering/proctoring assessments. E

~~controls behavior of students according to approved procedures; Reports progress regarding student performance and behavior~~ Assists in maintaining order according to approved procedures among the students in the classroom and on the school grounds; supervises students on the school grounds during activities and other activities as assigned by the position; accompany students going from one location to another. E

Tutors individuals or small groups of students in ~~Computer lab~~ ~~assisted~~ or STEAM education. E

Sets up activities with advisors that will assist and support student academic need for graduation.E

Prepares computer lab or STEAM lessons and instructional materials for use for students use, corrects and records grades and keeps simple records. E

Recruit and mentor students to be advisors.E

Observes and controls behavior of students in the computer or STEAM lab according to approved procedures; reports progress regarding student performance and behavior, if necessary. E

~~Performs a variety of computer maintenance duties; makes minor repairs.E~~

Provides support to teacher by setting up STEAM stations, ~~operating related equipment.~~ E

Assures the health safety of students by following health and safety rules; provides emotional and friendly support and general guidance. E

Participates in meetings and in-service training programs.E

Supervises activities in the computer or STEAM lab. E

Selects and maintains a variety of software. E

Performs related duties as required.

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 the essential functions. ~~In addition, the individual must also meet the requirements of the No Child Left Behind Act of 2001, Section 1119(e) and (d), which requires that local education agencies (LEAs) receiving Title I funds ensure that Title I paraprofessionals whose duties include instructional support and who were hired after January 8, 2002, shall have:~~*

High School Diploma or equivalent;

And one of the following:

- a) Completed two years of study (48 semester units) at an institution of higher education;
- b) Obtained an associate's (or higher) degree; or
- c) Met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

***Bilingual requirement: Determined by District need. To qualify, employee must have written and oral proficiency in assigned language as measured by tests for bilingual assignment; the District determines bilingual requirements. If bilingual requirement is met, employee will receive an additional range increase.**

DISTINGUISHING CHARACTERISTICS: Most, if not all, positions in this class receive supervision and training from classroom teachers with assignments to teachers by the Principal or District. Certain district program assignments have special in-service meetings. Individual assignments vary depending upon project goals, grade levels and teacher methods; AND the capabilities, emotional needs and general backgrounds of the children/students involved. The differences in these assignments are evaluated as being within the reasonable/normal range of this class responsibility.

~~Clerical duties are a required skill. Typing while generally involved in some/most positions is not a major responsibility of this class and need not be tested for. This class applies to specially funded programs.~~

ENTRANCE QUALIFICATIONS:

Any combination equivalent to: Graduation from high school. Ability to pass the District Proficiency Examination at the level appropriate to the job classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Personal computer and related equipment. Instructional software. Correct usage of English, grammar, composition and vocabulary. Arithmetic, mathematics and related calculations. Overseeing and managing students/children. Methods used in motivating and interesting students/children. Methods for effective cooperation with teachers, staff and adults. Care and handling of children. Tutoring of students/children of various age groups. Helpful methods for providing a proper learning environment. Planning and working with a variety of instructional programs. Principles of coordination and training. Organizing students/children into working and learning groups. Record keeping techniques and filing. General goals and purposes of public schools.

~~ABILITY TO: Operate computer and related equipment. Troubleshoot software problems and make minor hardware repairs.~~ Assist in providing instruction to individuals or small groups of students. Understand and follow oral and written directions. Assist in planning programs and activities. Communicate effectively with students and where necessary, parents. Monitor and discipline students according to approved policies and procedures. Project a mature, constructive, stable and healthy attitude with children/students in a learning environment. Have an interest in students/children. ~~Demonstrate good health.~~ Perform general clerical duties such as filing, duplicating and maintaining routine records. Learn the procedures, functions and limitations of assigned duties. Operate instructional and office equipment. Maintain cooperative relationships with those contacted during the performance of required duties.

WORKING CONDITIONS:**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.

~~Specialized~~ Classroom environment.

PHYSICAL ABILITIES:

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 the essential functions.

Standing or sitting for extended periods of time; walking long distances; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials.

LICENSE:

Possess and maintain a valid First Aid or CPR Certificate – (DESIRED)

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

06/96

11/97

11/99

03/01

09/04

6/20 pending board approval