

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MAY 2006
RANGE: 50.0
CLASSIFIED
CODE: NONE

EDUCATIONAL ASSOCIATE - TECHNOLOGY

DEFINITION

Under general supervision to perform a variety of instructional activities to support staff/students;

to assist in the conduct of learning activities in classroom and independent study;

to assist in curriculum development as it relates to technology;

to perform a variety of clerical and supportive activities for the instructional program;

to provide support to basic computer and peripheral equipment setups and installation of computer hardware, software and other electronics that are applied to the classroom/school sites;

and to do other related work as required.

EXAMPLES OF DUTIES

Assist staff/students by presenting learning materials and conducting instructional exercises;

provide the technological support necessary to administer computer-based academic tests;

manage student behavior through the use of positive reinforcement strategies and techniques;

may provide vocational training to students, including direct instruction and job shadowing;

use technology to maintain an orderly, attractive, and positive learning environment;

aid students by conducting a variety of computer literacy instructional exercises;

assist students in their awareness of computer programming and operational functions;

implement and maintain servers for backup and restoration of student and staff data, plan for, recommend and implement software and hardware solutions for the classroom and school site settings;

implement software/hardware solutions for content filtering at the classroom and school site level;

coordinate and participate in technology training of instructional staff for educational purposes;

building computers with students using computer acquisition as a learning experience.

QUALIFICATIONS

Knowledge of:

Basic concepts of adolescent growth and development, and behavior characteristics;

student behavior management strategies and techniques;

appropriate English usage, punctuation, spelling, grammar, and basic arithmetical concepts;

routine record management, storage, and retrieval systems;

desktop operating systems such as Windows, Microsoft Office Suites, computer components, disk drives, sound cards, tape drives, monitors, CD-Rom drives and network interface cards as they relate to the instructional environment;

library, instructional and student data systems;

must possess knowledge of and willingness to stay abreast of trends, innovations and practices in both computer and networking technology, including hardware and software as they relate to the classroom/school environment.

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward adolescents and young adults;

appropriately manage student behavior and guide students toward more acceptable social behavior;

communicate effectively in oral and written form;

utilize a variety of appropriate instructional materials and procedures;

effectively and efficiently instruct students in computer literacy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with children and adults;

lift 50 pounds, work with hands and arms overhead, climb ladders, bend, stoop and crawl, and hear and see sufficiently to perform the duties listed above.

Experience:

One year of paid or volunteer experience working with children preferably delinquent or predelinquent youth requiring a specialized learning environment.

A minimum of one year of experience working with computer hardware, software and/or networking system.

Education:

Bachelor's degree, preferably with an emphasis in instructional technology, or a closely related field.

An equivalent combination of college coursework, formal training, certifications and experience in an applied setting regarding the above technology can be substituted for the college degree.

Conditions of employment:

May be required to obtain within six (6) months of employment a certificate for first aid and CPR.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/10/15

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