



# Job Description

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<b>Job Title:</b>	<b>Instructional Assistant – Technology Based Testing Support</b>	<b>Department:</b>	Education / Middle School
<b>Schedule:</b>	6 hours per day / 9 months per year / About 183 days per year	<b>Reports To:</b>	Principal
<b>Classification:</b>	Class 10	<b>Prepared By:</b>	HRA Job #57/DDSD HR
		<b>Prepared Date:</b>	2023
<b>FLSA Status:</b>	Non-Exempt	<b>Approved By:</b>	HR
		<b>Approved Date:</b>	12/12/2023

## SUMMARY

To support staff and students in a variety of educational capacities in the areas of instruction, testing and technology.

Provide supervision and computer instruction to students with and without direct supervision from the classroom teacher. Computer lab instruction will complement classroom instruction by utilizing district approved software applications.

Manage the school's computer lab(s) and mobile carts. This includes, beginning of the year and end of the year setup as well as ongoing maintenance throughout the year. Provide first level hardware and software support for teachers, staff, and the principal.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Assist the teacher in the instruction and support of students at varying grade levels.
- Assist the teacher in monitoring and documenting the progress of students.
- If assigned a student with special needs, duties may include providing for students' personal care needs (i.e., transitions, sensory breaks, wheelchair transition, bathroom needs, recording medical and personal care needs, physical movement and lifting of students, etc.)

## TESTING SUPPORT AND COORDINATION:

- Coordinate the administration of all statewide and NAEP assessments, including preparation before and follow up after testing windows.
  - Create a testing schedule.
  - Coordinate and verify technologies such as computers, headsets, printers, etc. necessary for testing are set up and in place.
  - Provide timely support for Testing Administrators Implement all policies and procedures for the statewide assessment as directed by the Test Coordinator's Manual, the Test Administration Manual.
  - Adhere to all state policy regarding the reporting of security breaches and/or infractions.
  - Assure the security of all secure testing documents.
  - Adhere to all established timelines.
  - Assure the accurate completion of all testing documents.
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- Provide SSDI Cards for each student / subject.
- Coordinate with the Special education, Dual Language (English language Learners) and/or other programs and departments to determine student eligibility and/or requirement to take specific assessments and to ensure that each student's accommodation needs are met; ensure appropriate, optimum and equitable testing conditions exist.
- Assure that appropriate testing environments are maintained.
- Coordinate alternative testing environment options as needed.
- Train building level staff in test security and administration; ensure implementation of security and administration procedures; ensure all trained staff are TA activated in TIDE.
- Maintain school level records and documents for all statewide testing.
- Communicate and coordinate with school administration related to all STC functions.
- Assist with school wide assessments as assigned by the district and/or school administration.
- Provide information to the District Test Coordinator as required to complete state reports.
- Participate in, develop, and share materials, trainings and other communications for teachers and principal on topics related to a variety of assessment practices, processes, and procedures such as test administration, security protocols, Oregon Department of Education (ODE) training requirements and time sensitive related topics.
- Serve as resource during testing sessions and provide technical assistant and consultation regarding the administration of assessment to each student, interpretation or implementation of testing instructions, legal and ethical considerations, and test administration procedures.
- Perform other duties as assigned by the District Test Coordinator.
- Order supplies and support materials.
- Assist in supervision of students in the classroom as well as other settings, such as the cafeteria and/or playground.

## **SCHOOL BASED TECHNOLOGY:**

- Assist staff and students with technology needs as needed.
  - Coordinate staff and student equipment repairs and replacements as needed with District Informational Technology department.
  - Record, track, and document building requests.
  - Assist in the classrooms as needed with access and navigation of Google Classroom.
  - Coordinate distribution and collection of staff and student laptops / devices as needed: Plan and assist in device distribution in the beginning of each year, throughout and collection at the end of each year.
  - Keep a complete record of all devices and to which staff / student they are assigned.
  - Create, keep and monitor check out system for loaner devices for students as needed.
  - Setup computer lab(s) and mobile carts at the beginning of the year and prepare computer lab(s) and mobile carts for summer storage.
  - Manage and monitor the computer lab(s) and mobile carts daily: Provide first level hardware and software support, troubleshooting and maintenance in conjunction with the District IT Team.
  - Assist in maintaining a positive learning environment, proper safety conditions, general neatness and attractiveness of the lab(s) and mobile carts.
  - Monitor and supervise the computer lab(s) and mobile carts by coordinating schedules, maintaining records and inventories, and recommending appropriate software.
  - Provide first level hardware and software support for teachers, staff, and the principal.
  - Perform preventative maintenance, including checking and cleaning end user devices and other IT equipment.
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- Provide or facilitate, when assigned, support for audio visual, computer, printer, network, and other peripheral equipment for the purpose of ensuring the efficient use of technology by staff and students.
- Monitor the supply of devices within the building. Communicate with building administration and IT department when necessary to procure more student devices.
- Work in conjunction with District IT Team to resolve issues when necessary.
- Order supplies and support materials as needed.
- Perform other duties, as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

## **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. 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.

- Proficiency in keyboarding and the use of computers and printers.
- Type with accuracy, using a word processing program on the computer, comfortable with data entry as well as office machines and audio-visual equipment as needed.
- Knowledge of computer hardware and software applications compatible with the system(s) used in the computer lab(s) and mobile carts.
- Ability to troubleshoot hardware / software problems.
- Knowledge of classroom practices and procedures and school operations and personnel.
- Ability to project a pleasant manner and relate well to students and their requests for assistance.
- Flexibility and patience in supervising and instructing students with a variety of skill levels.
- Ability to plan and organize materials for use in instruction.
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff.
- Ability to maintain a high level of ethical behavior, which includes positive attendance record, and confidentiality of information about students and staff.

## **EDUCATION and/or EXPERIENCE**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Must have had 2 years of college or hold an associate degree or successfully complete the district paraprofessional assessment.
- 2 years' experience working with students preferred.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Bilingual preferred (The district's top languages are Spanish, Russian, Chinese, Vietnamese and Somali).

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## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

## **COMPUTER SKILLS**

The job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

No certification or licenses required.

## **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. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

## **PHYSICAL DEMANDS**

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves the use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

## **MENTAL DEMANDS**

Positions at this level require regular (40-60%) adaptive and flexible responses due to changing priorities, need to juggle timeframes, and need to meet fluctuating deadlines. Interruptions to normal schedules occur and response to new situations is needed regularly. Contacts with others can frequently include difficult or disagreeable people.

## **PAY EQUITY SCOPE**

Positions at this level have a regular (40-60%) impact on and influence on organization operations, program outcomes and a need or ability to analyze problems or concepts or make decisions on the information. Regular program or policy development affecting the organization and its offerings is part of the job responsibility. Organization image is positively or negatively influenced by results of personal work. "Customer" service is an important part of the job and actions would likely impact the user's sense of satisfaction.

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## **ADDITIONAL REQUIREMENTS**

Post-job offer criminal background check will be required.

*The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District to not discriminate on the grounds of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.*

*The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.*

*Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.*

Employee Signature:		
Employee Name:		
Date:		

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