



TEACHER ASSISTANT (TECHNOLOGY)

Purpose Statement

The job of the Teacher Assistant (Technology) was established for the purpose(s) of providing support to the instructional technology program within assigned educational settings with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teacher(s) and staff by interfacing with teachers to facilitate and support the integration of infusion of technology into teaching and learning; maintaining computer lab facility resources and equipment (including all mobile labs/equipment); providing input and recommendations regarding software purchases and school-level technology plans; and support and increase of teachers' use of technology so it positively impacts students' performance in the classroom and on state assessments.

This job reports to the School Site Principal.

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Assists students, individually or in small groups, with use of technology to support lesson assignments (e.g. word processing, excel, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals, grade level standards, and developing proficiency in the use of technology.
- Develops instructional technology solutions and related training materials for the purpose of providing teachers with tools needed to utilize emerging instructional technology to enhance learning.
- Participates in monitoring ethical use of district instructional technology guidelines and standards (e.g. content, relevance, effectiveness, etc.) for the purpose of enhancing student achievement.
- Oversees assigned projects and/or program components for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Assists teachers with classroom assignments, tests, homework, make-up work, general clerical tasks, etc. for the purpose of supporting teachers and students with instructional technology and providing general classroom assistance.
- Attends meetings and professional development opportunities for the purpose of acquiring and/or conveying information relative to performing job functions.
- Communicates with supervising instructional staff, professional support personnel, and/or parents/guardians, for the purpose of assisting in evaluating progress and/or implementing instructional technology objectives.
- Prepares documentation (e.g. user guides, recommendations, lesson plans, reports, instructions, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Assists in training certified and classified staff in the use of instructional technology and District standard software products for the purpose of improving work efficiency and effectiveness by enhancing the ability to use new and/or existing software and implement state assessment instruments.
- Maintains computers, other electronic devices, files, documents, and/or records, as needed, for the purpose of meeting mandated instructional and assessment technology requirements and documenting activities.
- Reports observations and incidents relating to specific students (e.g. Accidents, altercations, appropriate and inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.



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- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: highly skilled in computer technology; basic computer maintenance and troubleshooting; pertinent software installation and maintenance; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math functions; read a variety of manuals, write documents following prescribed formats, present information to others; understand complex, multi-step written and oral instructions; review and interpret highly technical information, write technical materials; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: creating multimedia and digital video presentations; policies and regulations as they relate to use of software; knowledge of current and emerging technology; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development.

ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances and work with data utilizing defined but different processes. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing.



EXPERIENCE: Job related experience with technology training is required.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:
Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:
None Specified

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified