Instructional Assistant – High School (Learning Management System)
Classified Position - 7321

Salary	Days	Reports to:
Category 3 per Salary Schedule	TBD	School Principal

SCOPE OF RESPONSIBILITIES
Organize and operate a computer lab for student use; schedule lab use and assist faculty and staff with equipment operation and applications software; provide lab support and informal and formal training to lab users; adjust and maintain computer equipment.

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS
- Responsible for maintaining student use of the student learning management system in the computer lab
- Organize and operate a computer lab for training and practical use; schedule lab use and assist faculty and staff with equipment operation and applications software
- Maintain records and other data required for the learning management system
- Provide lab support and informal and formal training to lab users and other school computer users; assist with the creation and production of training materials
- Adjust and maintain computer equipment; identify equipment malfunction to assure proper maintenance and repair; troubleshoot for hardware and software problems
- Provide user support in the lab and on the telephone to computer system users at District school sites
- Maintain a hardware inventory and maintenance records for lab equipment; maintain laboratory usage statistics
- Assist school instructional staff in college and career ready tasks
- Assist school instructional staff with persistence to graduation tracking
- Maintain a clean and orderly laboratory environment
- Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
- Maintain regular and predictable attendance
- Adhere to the professional code of ethics
- Successfully utilize technology as appropriate in job function
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES
KNOWLEDGE OF:
- Computer operations and related information processing
- Use of computer utility software
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Various word processing spreadsheet and data base applications
- Operating procedures and practices appropriate to an instructional computer lab
- Modern office practices, procedures and equipment
- Policies and objectives of assigned program and activities
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

ABILITY TO:
- Organize and operate a computer lab for training and student use
- Schedule lab use and assist faculty and staff with equipment operation and applications software
- Provide lab support and informal and formal training to lab users
- Operate, adjust and maintain computers and peripheral equipment
- Assist staff and faculty in the use of information processing equipment and familiarize users with applications software and utility program
- Organize and oversee computer lab operation
- Maintain current knowledge of technological advances in the field
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer to enter data, maintain records and generate reports
- Maintain records and prepare reports

- Maintain current knowledge of technological advances in the field
- Communicate procedures and requirements to users
- Provide technical assistance to District computer systems users

<u>MINIMUM QUALIFICATIONS</u>

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining ·a G.E.D. as required by Kentucky law
2. Experience in working with children in an organized setting
3. Must pass the ABLE test in accordance with State regulations