

TITLE: **ACTIVITY LEADER: COMPUTER**

QUALIFICATIONS:

1. High school diploma (or high school proficiency test) and some college training preferred
2. Demonstrated knowledge of, and the ability to assist in instructing, reading, writing and mathematics or reading readiness, writing readiness, and mathematics readiness, as appropriate.
3. Experience and desire to work with children
4. Skill and accuracy in oral and written expression
5. Willingness to follow directions
6. Ability to work with adults and children
7. Ability to work in multiethnic environment
8. Knowledge of computers, word processing and computer assisted instruction (CAI)

REPORTS TO: Administrator as assigned

JOB GOAL: To provide well-organized, smoothly functioning class environment in which students can take advantage of instructional program and available resource materials; to assist in developing and implementing a meaningful and well-organized program for students in writing, word processing and CAI

PERFORMANCE RESPONSIBILITIES:

1. Assists staff in computer lab or computer section of assigned programs
2. Assists students in writing and word processing on computers
3. Assists with checking, care, preparation and arrangement of instructional materials and equipment; assists in maintaining necessary records and files
4. Works with staff and students in planning assemblies and extracurricular activities
5. Works with small groups of children under direction of teacher or specialist
6. Participates in inservice training; assists in other program areas as needed
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable