

INSTRUCTIONAL TECHNOLOGY LAB ASSISTANT

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Provides support to teachers and staff in the instruction of students; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises students in lab; tracks student grades and enters them into FCPS reporting system
- Provides frequent and timely communication with parents of students enrolled in online classes.
- Collaborates with special educators and other SAS staff about student needs and use of online courses as supplement to classroom instruction.
- Point-of-contact for identified online vendor for the Online Line Learning Program (information sharing, troubleshooting, maintenance, etc.)
- Point-of-contact for all SAS staff and students in PBL and Refocus Programs
- Provides staff & student training; as needed
- Manages account setup, system maintenance and student course enrollment; daily monitoring
- Plans testing calendar; attends test trainings; trains test proctors.
- Set up testing sessions, print, cache tests; proctors, start and stop tests.
- Assists in troubleshooting technology.
- Assigns staff to submit work orders, as needed (when ITLA cannot fix issue)
- Ensures that all computers are properly prepared for SOL testing
- Monitors 1:1 laptop-to-student program
- Assigns laptops to students, maintain carts, track paperwork, etc.
- Shares updated online curriculum information & other technology information in timely manner with all SAS staff members
- Maintains and upholds School policies and procedures.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess the ability to successfully engage children and foster physical, emotional, cognitive and social development; ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

High school diploma or GED; supplemented by 6 months previous experience and/or training involving working with children; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.