



## TECHNOLOGY BASED TESTING SUPPORT – INSTRUCTIONAL ASSISTANT

Schedule: 7 hours per day / 9 months per year / About 182 days per year

Class: 10

Starting Date:

### POSITION PURPOSE

To support staff and students in a variety of educational capacities in 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.

### NATURE AND SCOPE OF RESPONSIBILITIES

#### INSTRUCTIONAL

- Assist the teacher in the instruction and support of students at varying grade levels (FL yes, RR no)
- Assist the teacher in monitoring and documenting the progress of students (FL yes, RR no)
- 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.) (FL yes, RR no) – *would this be Special Needs?*

#### TESTING SUPPORT AND COORDINATION:

- Coordinate the administration of all statewide and NAEP assessments, including preparation before and follow up after testing windows
- Create 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
- 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; assure 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 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
- 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
- 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

#### **QUALIFICATIONS**

- Must have had 2 years of college or hold an Associate Degree or successfully complete the district paraprofessional assessment
- Prior experience in working with students recommended
- Bilingual preferred (The district's top languages are Spanish, Russian, Chinese, Vietnamese and Somali).
- Knowledge of English usage, spelling, mathematics, and a basic understanding of subjects and conditions in which the Instructional Assistant is to provide assistance
- 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

## **QUALIFICATIONS** Continued

- 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

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred. Bi-Lingual candidate preferred.

*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 the grounds of race, color, religion, ethnicity, 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.*