

GUILFORD COUNTY SCHOOLS

JOB DESCRIPTION

JOB TITLE: ON-LINE VPS INSTRUCTIONAL ASSISTANT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of technical and clerical tasks in supporting technology operations in the school setting. Employee is responsible for supervision of students taking online classes during the school day, independently solving minor technical problems, or arranging for maintenance as necessary. Employee works primarily in the school's computer classroom, but may also need to supervise students taking classes in one of the other college computer labs. Although not responsible for delivering instruction, the employee will assist in supervising students in the computer lab. Employee will be expected to communicate with teachers regarding the students' online grades. Employee will also serve as the schools' Distance Learning Advisor (DLA). Employee will report to the Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Troubleshoots problems with computers and other equipment; may independently solve minor problems or seek assistance from appropriate technical professional.

Assists students with accessing their online classes.

Assists the teacher of record in communicating with the students.

Receives students' usernames and passwords for online classes

Maintains attendance logs for students.

Provides information to parents on the progress of their child.

ADDITIONAL JOB FUNCTIONS

Attend staff development opportunities

Attend district provided professional development for Distance Learning Advisors

Attend all required staff meetings.

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Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School diploma and a minimum of 48 hours of college level coursework. A minimum GPA of 2.0 is required. Two years of computer, related experience or classroom experience requested.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, journals, etc. Requires the ability to prepare correspondence, forms, records, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of computers and related instructional technology devices.

Ability to troubleshoot minor problems with computer equipment.

Ability to maintain lists, logs and records.

Ability to maintain complete and accurate records.

Ability to understand and follow oral and written instructions.

Ability to communicate with users to determine the nature of computer problems.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.