



## **CAI ASSISTANT I**

Assist computer instructors with the educational program in the assigned school; assist with classroom or lab supervision of students; perform various clerical duties; and perform related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the site administrator. Receives technical or functional supervision from a classroom or lab teacher or program specialist.

**EXAMPLES OF DUTIES** Duties may include, but are not limited to, the following:

- Work with students in a group or on an individual basis in specified subject areas.
- Set up work stations in computer lab and prepare materials for class use.
- Assist students in using the computer terminals.
- Assist resource teacher in instruction and programming prescriptions for students in the computer lab.
- Perform minimal maintenance on computer terminals and other equipment.
- Learn and be knowledgeable about computer terminal usage and materials in order to assist parents, teachers and others. ·Learn and be able to use basic computer language and programming procedures.
- May translate directions and explanations into language other than English for students, but not mandatory.
- Assists teacher with administering and scoring tests.
- Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Correct English usage, vocabulary, spelling, grammar, punctuation and arithmetic.
- General classroom procedures.
- Operation of microcomputers.

#### **Ability to:**

- Assist with instructional activities in a classroom or lab.
- Learn the procedures, functions and limitations of computer assisted instruction programs.
- Understand the needs of students.
- Perform routine clerical duties.
- Understand and follow written and oral instructions in English (Spanish desirable but not mandatory).
- Establish and maintain effective and cooperative working relationships with teachers, students and others contacted in the course of work.
- Physical capability sufficient to perform job task.

#### **Experience and Education:**

No Child Left Behind Federal Requirement; High School graduation or GED, Degree or completion of 48 semester units or more from accredited college or university. Experience working in a computer lab setting is desirable.