

Solano County
Office of Education

JOB TITLE: Classroom Specialist (ROP) Computer Information Systems (Range 13)
Range 14 (48 units), Range 15 (AA Degree), Range 16 (BA Degree)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To provide assistance to students and a certificated instructor in ROP Computer Technology classes.

JOB REQUIREMENTS AND QUALIFICATIONS

- High school diploma or G.E.D. equivalent; must pass proficiency examination as required by State or Federal guidelines.
- Minimum of six (6) months work experience and/or education in a Computer Information Systems as defined by course objectives.
- Ability to understand and follow both oral and written instructions.
- Ability to work with students in specialized and regular settings with patience and understanding.
- Ability to handle confidential materials with discretion.
- Ability to establish and maintain effective work relationships with students, teachers, parents, and the general public.
- Possession of a valid California driver's license preferred.
- Knowledge of safety procedures specific to vocational area.
- Experience in supervising students preferred.
- Education and/or training that demonstrates ability to perform the duties as defined.

This work consists of routine instructional tasks at an entry level within a classification series.

EXAMPLES OF DUTIES

- Assists certificated instructor in operating classroom and instructing students.
- May work independently with a group of students in the absence of the teacher.
- Assists certificated teacher in developing lesson materials and plans, identifying students' needs, and maintaining records.
- Assists individual students in specific problem areas as necessary.
- Helps maintain order in the classroom and assists instructor with appropriate discipline when necessary.
- Performs class-related clerical work.
- Assists in maintaining a clean and orderly classroom.
- Orders, repairs, inventories, and secures materials and equipment.
- Assists instructor in operating the classroom and teaching the job skills required for future employment.
- Assists students in learning related skills necessary for successful performance of vocational areas.
- Assists students in learning the operation of various equipment, machines, or devices used on the job.
- Collects, reviews, grades, records and files students' work.
- Performs related duties as required.

This work consists of routine to moderately complex technical and responsible paraprofessional duties at the entry level within a classification series.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (30%)

Walking (20%)

Sitting (50%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (3)

Pushing and/or

Reaching

Kneeling or

Pulling Loads (3)

Overhead (2)

Squatting (2)

Climbing Stairs (2)

Climbing Ladders (1)