

PROPOSED

CURRENT

DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

PERSONNEL REQUEST NO.	EFFECTIVE DATE

DIVISION California School for the Blind	POSITION NUMBER (Agency – Unit – Class – Serial) 184-620-8244-012
UNIT California Education Resource Center for the Blind and Visually Impaired	POSITION CONTROL NO.
INCUMBENT	CLASS TITLE Teaching Assistant – Technology Dept

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.

The Teaching Assistant, Technology Position, acts in support of the technology teacher specialists in the California Education Resource Center for the Blind and Visually Impaired (CERCBVI) at the California School for the Blind. Key responsibilities target supporting the teaching staff in the technology lab to enhance student learning and support operations in the lab to be as efficient as possible to increase resources directed at student and educational team enhancement.

The incumbent must possess good collaboration skills; the ability to effectively communicate with teachers, supervisor, other CSB staff, students, and the public; sound judgement; observational and analytical skills; electronic spreadsheet and data collection skills; as well as be self-motivated to identify needs and ensure goals are met and assignments are completed in a timely manner without the constant oversight of supervision. The incumbent must be innovative and open-minded to establish new and different processes and policies to support the Education Resource Center's mission, vision, and goals.


This position can work with students without teacher supervision for up to 90 minutes. This position reports to and is evaluated by the Director of the CERCBVI.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
65%	Under direct supervision of technology team teachers, the incumbent will assist in implementing desired outcomes for each student, assisting team members with assessment data collection and progress tracking, inventory, technology troubleshooting, device preparation and inventory, account tracking, production of materials for teacher and training use, and accessibility concerns. This includes but is not limited to; assisting teaching classes and targeted lessons to small groups and individual students, producing materials for teaching and training use, assisting with inventory, assisting with assessment data collection and progress tracking, technology troubleshooting, device preparation, account tracking, acting as a job coach for students, and performing other duties as assigned.
15%	Facilitates student access to student work opportunities and transition goals related to technology.
15%	Driving, escorting students as a human guide, monitoring student safety at recess, break, lunch, and while in the community for off-campus opportunities or outreach events, and attending meetings.
5%	Other duties as assigned.

To be reviewed and signed by the supervisor and employee:


Supervisor's statement:

- I have discussed the duties and responsibilities of the position with the employee
- I have signed and received a copy of the duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE 	DATE
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Employee's statement:

- I have discussed the duties and responsibilities of the position with my supervisor
- I have signed and received a copy of the duty statement

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE
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