

**TITLE:**                   **ACTIVITY LEADER: COMPUTER GRAPHICS**

- QUALIFICATIONS:**
1. High school diploma (or high school proficiency test) and some college training preferred
  2. Current Activity Supervisor Clearance Certificate (ASCC) issued by California Commission on Teacher Credentialing
  3. Experience and desire to work with children
  4. Skill and accuracy in oral and written expression
  5. Willingness to follow directions
  6. Ability to work with adults and children
  7. Ability to work in multiethnic environment
  8. Knowledge of computers and computer graphics

**REPORTS TO:**           Administrator as assigned

**JOB GOAL:**            To provide well organized, smoothly functioning class environment in which students can take advantage of instructional programs in area of computer graphics and available resource materials; to provide a meaningful program for students in designing and creating visual art projects with use of computers

**PERFORMANCE RESPONSIBILITIES:**

1. Assists students in learning graphic programs on computer
2. Prepares projects and instructs students on how to complete each project
3. Prepares students to tutor teachers and other students in learning graphic programs
4. Assists with checking, caring, preparing and arranging of instructional materials and equipment
5. Works with staff tutoring and troubleshooting computer related problems
6. Works with groups of children daily
7. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:**   Salary and work year to be according to current schedule; classified salary schedule, class 22

**EVALUATION:**           Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable