

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Computer Lab Specialist/Prep Time

Pay Table: Support

Pay Grade: 6

FLSA Status: Non-Exempt

Job Code: 807

Reports to: Principal

JOB SUMMARY

Under the general supervision of the Principal or other supervisor, the Preparation Time Specialist teaches classes and/or supervises students during teacher preparation period. Prepares lesson plans and required classroom materials and provides instruction in specialized subject matter areas (e.g., music, art, science, computer operations, media center usage, physical education, languages, health).

ESSENTIAL JOB FUNCTIONS

- Plans, prepares and teaches lessons, including keyboarding skills and other computer and technology skills.
- Evaluates students on their skills, knowledge and abilities.
- Tests students in keyboarding and SRI.
- Assists students that are having difficulties with projects or activities.
- Communicates and coordinates with teachers and parents.
- Plans and executes bulletin boards and maintains website.
- Provides teachers with evaluative scores.
- Cleans and straightens Computer Lab.
- Prepares necessary reports.
- Troubleshoots computer issues.
- Performs clerical duties as needed.

MINIMUM REQUIREMENTS

- High school graduation and some college-level coursework, Bachelor's degree preferred.
- Formal education or training in area of specializing preferred.
- Educational Requirement: The equivalent of two years (48 semester hours) full-time education at an institution of higher education; or an associate's degree; or the ability to pass a Utah State Office of Education approved Para-Professional Test will be required at a later date. (This is only required if school is Title I).

- Experience in working with children preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of subject matter areas associated with assigned courses.
- Strong interpersonal skills required for interaction with students, teachers and other school personnel.
- Ability to effectively teach assigned course subjects.
- Ability to use small office equipment and computers.
- Ability to manage inventory and property.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.