

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

Pay Table: Support

Pay Grade: 4

FLSA Status: Non-Exempt

Job Code: 842

Reports to: Principal

JOB SUMMARY

Under the general supervision of the principal, the computer lab specialist assists and supervises the students in the lab; maintains computer lab hardware and software; and assists teachers in the use of computers and software.

ESSENTIAL JOB FUNCTIONS

- Manages and maintains the computer lab.
- Supervises student use of the lab, establishing rules for student behavior.
- Coordinates the activities of lab assistants and/or student assistants.
- Sets up the computer network each morning and shuts the computers down each afternoon.
- Schedules classes into the lab. .
- Answers questions and assists teachers with classroom computers and printers.
- Cleans and maintains computer hardware.
- Selects and learns software required for classes. Loads and updates software.
- Communicates with software company support staffs and maintains manuals and other literature required for computers and software.
- Copies certain programs for use in class.
- Completes system backups.
- Coordinates with District computer technology support group.
- Serves as system operator (SYSOP) for the local area network.
- Maintains supplies, materials, and equipment inventory for computer lab.
- Maintains log of computers and peripheral equipment checked out for service and repair.
- Assists with backup general office clerical work when required.
- Serves on school committees.
- Assists with managing and administering online tests.
- May oversee copy center, including loading machines, prioritizing jobs, recycling paper, maintaining ink and toner inventory and preparing any related reports.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Computer skills, including knowledge of DOS and other computer networks.
- Knowledge of district mainframe programs.
- Knowledge of student instructional software.
- Knowledge of district and school curriculum.
- Classroom management/teaching skills.
- Ability to maintain inventory and property.
- Ability to use small office equipment and computers.
- Ability to install computer hardware or network systems.

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: crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

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