

# WISEBURN SCHOOL DISTRICT

## COMPUTER AIDE

### DEFINITION:

Under the direction of the school principal and/or assistant principal, perform a variety of duties involved in the operation and maintenance of a computer laboratory at an assigned school site(s); provide training and assistance to students and staff concerning the operation of computers and related peripheral equipment; troubleshoot and perform general maintenance and repairs to computers and peripheral equipment.

### EXAMPLES OF DUTIES:

ESSENTIAL DUTIES/ELEMENTS OF POSITION IN THIS CLASS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, 1990.

Oversee computer laboratory operations at an assigned school site(s); prepare computer lab for opening; confer with teachers to coordinate lessons and support classroom work; assist with developing and implementing lesson plans to enhance student understanding of computer technologies.

Provide reinforcement of instruction to individuals or groups of students in the use of computers, software, and related peripheral equipment; observe and assist students and staff; answer questions and perform demonstrations as necessary; monitor and report progress regarding student performance and behavior.

As appropriate, prepare equipment for student and staff use; install software and observe elements of the computer for evidence of incorrect performance.

Coordinate daily use of computer laboratory; schedule the use of the computer lab.

Operate, adjust and maintain a variety of computers and peripheral equipment; troubleshoot and perform general maintenance and repairs to computers and peripheral equipment; assure proper operation of District computer systems and related equipment; refer major maintenance and repair needs to appropriate personnel.

Communicate with other departments, staff and school administrators concerning the operation and maintenance of site computers and peripheral equipment; provide recommendations concerning the purchase of new hardware and software.

Perform a variety of clerical duties in support of computer lab activities such as preparing, typing, duplicating and filing instructional materials.

Assure the health and safety of students by following established practices and procedures; maintain computer lab in a safe, orderly and clean manner; clean computer screens, printers, etc., set up and set out instructional materials.

Monitor inventory levels of computer lab supplies and equipment; order and receive supplies and equipment as directed.

Maintain routine records related to assigned activities; assist with designing and printing various materials.

Attend assigned meetings, conferences and in-services.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation, adjustment and minor maintenance of computers, software applications, and peripheral equipment.

WSD Acceptable Use Policy for Electronic Resources.

Computers and computer use in an instructional environment.

Safe practices in computer lab activities.

Requirements of maintaining a computer lab in a safe, clean and orderly condition.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Classroom procedures and appropriate student conduct.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

**ABILITY TO:**

Provide reinforcement of instruction and assistance to students in a computer lab.

Provide basic training and assistance to certificated and classified employees.

Plan lessons and schedule use of computer lab.

Diagnose and repair minor computer problems.

Operate and demonstrate the use of a variety of computers, software applications and related peripheral equipment.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Observe health and safety regulations.

Perform clerical duties related to classroom activities.

Maintain routine records.

**EDUCATION AND EXPERIENCE:**

Special Qualifications upon hire for positions at a school site pursuant to the “No Child Left Behind Act of 2001”:

- Complete at least two (2) years of study at an institution of higher education (college level) or forty-eight (48) semester units, including a math and an English class;

**OR**

- Obtained an associate’s (or higher) degree;

**OR**

- Pass an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics **OR** reading, writing and mathematics readiness.

One year of paid or volunteer experience requiring clerical skills, computer skills and working with school-age children desired.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Computer lab environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to view a computer monitor and to monitor student activities.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

