

COMPUTER SOFTWARE TECHNICIAN

DEFINITION

Under supervision, to serve as librarian of computer software and to aid in the supervision of students using computers. The technician would also be expected to do related work as required.

EXAMPLES OF DUTIES

Assists teachers in computer instruction; tutors students and works with student groups under teacher direction; assists students and teachers; works with instructional software; prepares for and assists with various computer projects; assists in the preparation of graphic and written teaching materials; operates computer and duplicating equipment; and keeps records as directed by the teacher; assists in maintaining inventory of equipment; perform a variety of tasks for teachers relating to computer instruction; assists with programs, equipment and materials to meet the needs of exceptional students; available for individual student needs; performs necessary tasks to assure the smooth running of the program.

EMPLOYMENT STANDARDS

Education and Experience: The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described.

Knowledge of: English usage, grammar, spelling, punctuation, and vocabulary; instructional software, micro computers; cataloging and record keeping.

Ability to: Assist with supervising the learning activities in a school district setting; work independently on own initiative; operate a typewriter, micro computer and duplicating equipment; understand and carry out oral and written instructions; establish and maintain cooperative working relationship with students, parents and staff. Pass the District's proficiency test.

Adopted:

H.S. Board: 9/27/84

Elem Board: 1/19/86

Revised:

H.S. Board: 6/26/86

Elem Board 7/15/86