

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – COMPUTER LAB AIDE**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Possession of a background and interest in technology and working with elementary students.

SKILLS PREPARATION

A knowledge of and experience with multiple forms of technology.

Ability to cooperate with the District in the total educational program.

DUTIES AND RESPONSIBILITIES

Be responsible to the Building Principal for completion of all assigned duties with accuracy, professionalism, and confidentiality. The Building Principal will be the liaison between the Computer Lab Aide and the classroom teachers, counselors, and administrators.

Meet frequently with the Building Principal to discuss work-related issues.

Support students and staff with technology implementation in the computer lab setting and within the school.

Be responsible for keeping the equipment in the computer lab in working order.

Maintain a schedule for computer lab usage and be flexible in its implementation.

Attend staff development sessions and/or workshops as requested.

Attend group meetings related to his/her area of responsibility as requested.

Implement the crisis procedures for the computer lab.

Provide teachers and students with support for technology implementation in computer lab and in classrooms

- support staff with use of laptops, thin clients, and other classroom equipment.
- set up student computers at beginning of the year for most efficient use throughout the year.
- set up of new students as they enroll throughout the year.
- assist students with technical difficulties, use of programs, and research.
- advise teachers on available software programs and use of such programs.

Manage the delivery and maintenance of computer lab equipment through hands-on and technology requests.

Maintain computer lab through ordering of supplies and cleaning of equipment

Maintain databases, as needed, for District software and Web site.

Maintain Hans Herr page of District Web site and Elementary Web Resources.

Training and communicating updates to staff for technology equipment, programs, and “how-tos.”

Manage emotional support classroom students providing alternative, appropriate educational activities and instruction, as needed.

Provide support to staff and parents through after-hours programs, meetings, and trainings.

Participate on the Technology CIA Committee.

Discharge all other assignments delegated by the Building Principal.

### EVALUATION

Evaluation will be conducted annually by the Building Principal in the areas of core competencies and position performance.