St. Helens School District
Job Description

INSTRUCTIONAL ASSISTANT – COMPUTER LAB

Reports To: Principal
FLSA Status: Non-Exempt

JOB SUMMARY

This position assists students, teachers and school principals in developing and implementing programs to utilize computers in the instructional process and ensures that the computer lab is organized and efficient.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Plans and instructs students in proper usage of computer hardware and instructional software.
3. Opens and closes lab ensuring security of lab and equipment.
4. Creates and track logins in database for over 600 students.
5. Provide staff support for the Career Information System.
6. Assists teachers in planning and implementing lessons using the computer as a classroom tool.
7. Maintains student discipline in computer areas.
8. Provide one-on-one instruction to students using the computers.
9. Uses computer knowledge and skill to assist students and staff with the generation and creation of banners, signs, presentations and publications.
10. Assist with administration, scoring and recording of test data for state tests and entering to District computer system.
11. Prints report cards following testing.
12. Enter data and prepare reports from District database.
13. Requests repairs and maintenance of computer hardware.
14. Maintains computer lab schedule.
15. Maintains up-to-date knowledge of available computer software and computer usage in schools; upgrades computer skills as needed.
16. Assists students in using computers for tasks assigned by classroom teachers.
17. Reports safety, sanitary and fire hazards immediately to supervisor.
18. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
19. Attend work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District committees and councils.
2. Perform general office duties including answering phones taking messages as appropriate, typing, copying, filing and sorting.
3. Supervises lunch and hall duty.
4. Attends relevant staff meetings and in-services.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Must meet current No Child Left Behind (NCLB) requirements.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** Specialized knowledge of computers including the ability to use database e-mail, internet software, spreadsheets and word processing software and basic computer troubleshooting. Ability to proficiently use: MS Office Suite (Word, Excel, PowerPoint, Outlook), ESIS and MIM strongly preferred. Ability to use other computer peripherals.
- **Other Skills and Abilities:** Ability to appropriately communicate with students and teachers. Ability to exercise good judgment and work in an environment with frequent interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to walk, sit and stand. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low, but occasionally high depending upon the student population and activities.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA Prepared Date: April 2009

I have read and understand this job description.

Signature: **Date:**

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