

SEDALIA SCHOOL DISTRICT #200

Job Title: Instructional Asst Computer Lab

Job Overview

- Instructional Asst. Salary Schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Building Administrator

Qualifications

- Substitute Certificate required
- Technology skills essential
- Understanding of the role of Instructional Assistant and the public school's relationship to the community and the people served
- Ability to organize and plan effectively
- Effective communication skills
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Maintain an inventory of equipment and supplies
- Arrange the maintenance of the computer systems
- Attend regular and special meetings as required by the administration
- Access and terminate curriculum programs
- Prepare computers for school use
- Print reports for teachers and principals
- Assist in the interpretation of individual and class reports
- Make class and individual adjustments as prescribed by the teacher and principal
- Make backups of student records as required
- Prepare system for operation and perform shutdown procedures
- Restore files in event of system malfunctions
- Maintain communication and a working relationship with students, parents, staff members and other regarding computer assisted instruction programs
- Work cooperatively with the directors, district coordinators and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.