

## COLTON JOINT UNIFIED SCHOOL DISTRICT

### CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN-COMPUTERS

#### BASIC FUNCTION:

Under the direction of an Assistant Principal-High School, assist high school students in use of software and computers in a computer lab; maintain the equipment and materials in the computer lab; provide instruction to teachers and staff regarding use of computers.

#### REPRESENTATIVE DUTIES:

Assist high school students in use of software computers in a computer lab; monitor students to assure proper use of equipment. *E*

Communicate with teachers regarding computer programs and lab curriculum; maintain the equipment and materials in the computer lab. *E*

Install software and maintain the file serve; encode students into the file server as needed. *E*

Operate Channel One and classroom channel requests. *E*

Maintain an inventory of hardware and software and maintain records of computer use in the lab. *E*

Maintain computer lab in a clean and orderly condition.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Functions and operations of microcomputers and related applications.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Technical aspects of field of specialty.

Appropriate network systems and operation of computer file servers.

##### ABILITY TO:

Assist high school students in use of software and computers in a computer lab.

Maintain the equipment and materials in the computer lab.

Provide instruction to teachers and staff regarding use of computers.

Operate a file serve and encode students.

Establish and maintain cooperative and effective working relationships with others.

Maintain routine records.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Education: High School graduate or the equivalent. Proof required. Associate's degree or higher or completion of 48 semester units of coursework from an accredited college/university. College level course work in computer science or related field is required.

Experience: Two years experience working with students and microcomputers.

Testing: Passing scores on District Instructional Lab Technician test. Passing scores on District Paraprofessional test may be substituted for the 48 semester units of college course work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Lab environment.

**PHYSICAL ABILITIES:**

Seeing to view a computer monitor.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.