San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	**Inst. Aide II-** Computer Lab	**Exemption Status:**	Non-exempt
Reports to:	Principal	**Pay Grade:**	02
Works With:	Students/Staff	**Days:**	187
Dept./School:	Assigned Campus	**Date Revised:**	07/23/2020

Primary Purpose:

The computer lab aide provides assistance to teachers and students in the computer lab.

Prerequisites:

- Complete at least two years of study at an institution of higher education; **or**
- Obtain an Associate of Arts (AA) or higher degree; **or**
- Meet a rigorous standard of quality where they can demonstrate their knowledge of, and the ability to
- assist in, instructing reading readiness, writing readiness and mathematics readiness through a formal state or local academic assessment (PAKS).

Special Knowledge/Skills:

- Computer literate, ability to type, operate Macintosh computer, duplicating machine
- Copy machine, VCR, DVD etc.

Major Responsibilities and Duties:

1. Prepare materials for students' computer instructional usage
2. Prepare bulletin boards as directed by the principal
3. Operate equipment: computer, typewriter, duplicating machine, film projector, VCR, DVD player, etc.
4. Set up computer stations as required by teacher (install software/Load paper, install ribbons on printers/make backup copies/manage file server)
5. Assist in drills
6. Help students to understand directions in computer lessons
7. Supervise and assist students doing computer assignments
8. Keep system folders consistent and unadulterated on all stations
9. Restrain students from damaging hardware
10. Assist students in following the correct procedures for start-up, shut-down, and encourage good computer etiquette
11. Do minor trouble shooting
12. Print statistical analysis for Computer Managed Instruction courseware
13. Inventory materials and equipment
14. Store computer materials and software safely
15. Help with reports, record keeping, evaluation and testing
16. Keep computer monitor, keyboard, mouse, printer, desk and other computer peripherals clean
17. Computer Lab Aide may be assigned certain limited, rotating duties not related to classroom instruction consistent with similar duties assigned to regular non-federal personnel if such duties do not interfere with their primary duties

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: Date

Administrator Signature: Date