JOB DESCRIPTION

JOB TITLE: Computer Lab Assistant

Job Family: Instructional/Student Services

Range: 15

Job Purpose Statement/s: The job of "Computer Lab Assistant " is done for the purpose/s of serving general classroom population in a support position; assist certificated personnel in computer assisted instruction to promote the learning process, providing a variety of clerical and supportive tasks. Incumbents receive direct assignment, supervision and training from certificated instructional personnel.

Essential Job Functions:

* **Assists** instructional personnel with the development and presentation of learning materials and instructional exercises.
* **Tutors** students individually or in small groups to reinforce and follow-up learning activity and oversees and supervises students during computer lab activities.
* **Assists** in the development of a variety of computer lab instructional materials.
* **Performs** a variety of regular clerical duties, such as filing, typing or duplicating materials.
* **Maintains** discipline in the absence of the teacher.
* **Oversees** and schedules the use of assigned computer classroom assuring proper and safe use of equipment.
* **Assists** certificated teachers in implementing curriculum in the computer classroom.
* **Assists** students and teachers in the proper use and operation of computer hardware and software.
* **Provides** a variety of materials for certificated staff as assigned including tests, worksheets, forms, memos, etc.
* **Prepares** computer laboratory for use; sets up equipment, loads appropriate software, adjusts printers, etc.
* **Maintains** and updates student progress records related to computer classroom activities.
* **Organizes**, copies, backs up and inventories disks and files assuring proper labeling and storage.
* **Reviews** the availability and appropriateness of new software and equipment and recommends purchases.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Essential Job Requirements - Qualifications:

* **Experience Required**: Some paid or volunteer experience working with children in an educational or child care setting. Experience with use of computer is desirable.

* **Skills, Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding - 40 words per minute. Skills to operate standard office equipment, operate various computer software applications, test and troubleshoot hardware/software problems, use English in both written and verbal form.

  Knowledge of methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including both hardware and software. policies, regulations and guidelines as they relate to the purchase and use of software (specifically copyright laws and the use of licensed equipment and materials). General concepts of child growth and development and child behavior characteristics; English usage, punctuation, spelling, grammar and math.

  Abilities to stand and walk for prolonged periods, install, maintain and support a variety of computer hardware and software products, perform skilled tasks utilizing some electronic equipment and diagnostic software. Significant physical abilities include lifting/carrying, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations, near visual acuity. Understand care and operation of computers; supervising students; operate and adjust micro computers and related peripheral equipment; demonstrate and assist others in the operation of a microcomputer as it relates to specified software programs.

* **Education Required:** High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Pass the District's Adopted Proficiency Examination with a satisfactory score. A valid California Motor Vehicle Operator's license.