JOB DESCRIPTION

JOB TITLE: Senior Computer Lab Assistant

Job Family: Instructional/Student Services

Range: 22

Job Purpose Statement/s: The job of "Senior Computer Lab Assistant" is done for the purpose/s of assisting students and teachers with computer-assisted and computer-managed instruction in an Alternative Education setting, which may include a combination of Continuation Education, Independent Study and Adult Education.

Essential Job Functions:

* **Guides** students in the appropriate operation of computer equipment and assists students in the completion of assigned work.
* **Administers** standardized or criterion referenced assessment instruments in accordance with program guidelines.
* **Works** closely with classroom teachers in placement of students at appropriate levels.
* **May** serve as a resource for computer lab aides in other computer managed instruction settings.
* **Serves** as liaison between the District and WICAT to facilitate implementation of new curriculum and efficient operation of the equipment.
* **Makes** para-professional decisions involving student placement with the computer managed curriculum, including the development of course sequences from pre-selected options.
* **May** be required to perform minimal repair and maintenance of terminals with instruction/training from WICAT representatives.
* **Applies** specialized knowledge and training to assist students in understanding assignments within different content areas.
* **Performs** a variety of clerical duties related to computer managed instruction, such as maintaining student records, test scores, work completed and placement information.

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. Demonstration of knowledge for micro-computer applications to instruction.
* **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). Concepts of

child growth and development and child behavior characteristics; techniques used in controlling and motivating students. Student behavior and characteristics, including techniques used in positive classroom management and motivational techniques.
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 and communicate effectively in written and oral forms.

* **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.