

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Title I Computer Lab Paraprofessional (Uncertified) (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

- 1. U.S. citizen or authorized alien.
- 2. Minimum age 20 years.
- 3. Associate degree (or higher) **or** 48 semester hours minimum to include: English Composition - 3 hours; English/Reading - 6 hours, and Mathematics - 6 hours **or** current passing score on the Para Pro Assessment for Louisiana and high school diploma.
- 4. Exhibits effective written and oral expression as determined by written sample and oral interview.
- 5. Ability to tutor in area of instruction.
- 6. Minimum of one-year computer work experience.
- 7. Minimum of one year as a classroom Instructional Paraprofessional.

REPORTS TO: Principal

JOB GOAL: To provide appropriate computer instructional assistance to Title I students under the direct supervision of a teacher or Principal.

ESSENTIAL JOB FUNCTIONS:

- 1. Verifies eligibility of Title I participants (Targeted Assistance schools).
- 2. Assesses abilities/needs of students.
- 3. Coordinates integration of computer lab lessons with classroom curriculum.
- 4. Works directly with students to provide reinforcement of skills/concepts taught in classroom.
- 5. Keeps students and program records accurate and current.
- 6. Develops an effective and appropriate program for each Title I student/class based on individual needs.
- 7. Creates and maintains an effective teaching/learning environment.
- 8. Maintains personal rapport with both students and staff.
- 9. Strives to create an atmosphere conducive to the development of a positive self-image in each student.
- 10. Provides information to classroom teachers regarding children’s instructional progress.
- 11. Organizes computer lab and the scheduling of classes.
- 12. Provides support to classroom teachers in their use of computers.
- 13. Correlates software with grade level curriculum by matching appropriate levels and methods.
- 14. Supervises students in the mechanics of using computer terminal.
- 15. Maintains and prepares hardware for either classroom use or storage.

PHYSICAL DEMANDS:

- 1. Possess physical skills and stamina to perform job responsibilities.
- 2. Work requires occasional standing.
- 3. Must tolerate constant periods of sitting throughout the shift.
- 4. Must tolerate frequent periods of walking throughout the shift.
- 5. Must on occasions lift and carry boxes, books, manuals, catalogues, files, records, etc.
- 6. Must be able to bend and stoop in performing job duties.
- 7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
- 8. Must handle numerous duties with both hands and fingers:
 - 1) Fine Motor Skills
 - (1) Typing
 - (2) Copying
 - (3) Adding Machine
 - (4) Computer
 - (5) Filing
 - (6) Binding
 - (7) Filling out forms
 - 2) Grasping
 - (1) Manuals
 - (2) Boxes
 - (3) Journals

ADDITIONAL DUTIES AND RESPONSIBILIITES: All other duties shall be assigned by appropriate authority.

TERMS OF EMPLOYMENT: Nine months, unless employed in a summer program, salary in accordance with the current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Employee)