

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: COMPUTER LAB ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned Principal or Assistant Principal, perform a variety of duties involved in the operation and maintenance of a computer laboratory at an assigned school site; provide training and assistance to students and staff in the use of computers and related peripheral equipment; troubleshoot and perform general maintenance and repairs to networked computers and peripheral equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties involved in the operation and maintenance of a computer laboratory at an assigned school site; prepare computer lab for opening; prepare daily backups and other backups on disk; format and prepare copies of master program disk.

Provide reinforcement of instruction to students in the use of computers, software and related peripheral equipment including printers and scanners; observe and assist students and staff; answer questions and perform demonstrations as necessary.

Prepare equipment for student and staff use; install software and assure proper performance; coordinate daily use of computer laboratory; schedule the use of the computer lab.

Operate, adjust and maintain a variety of computers and peripheral equipment; troubleshoot computers and peripheral equipment; advise appropriate staff of needed repairs; run diagnostic programs according to established time lines.

Assure proper care and security of the computer lab; control student usage of programs; observe and control student behavior according to approved policies and procedures.

Enter student information into computer system including log-on accessibility; develop and enter class rosters into the computer system; create class files.

Maintain computer lab or assigned learning environment in a safe, clean and orderly condition; store and maintain inventory of lab equipment and materials; estimate and requisition supplies and materials in accordance with established procedures.

Communicate with other departments, staff and administrators concerning the operation and maintenance of site computers and peripheral equipment.

Prepare and maintain a variety of records and routine reports related to assigned activities including work orders and sign-in sheets.

OTHER DUTIES:

Develop and maintain school site web page as assigned by the position.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation, adjustment and minor maintenance of computers, software applications and peripheral equipment.

Standard computer network operations.

Requirements of maintaining a computer lab in a safe, clean and orderly condition.

Safe practices in computer lab activities.
Computers and computer use in an instructional environment.
Oral and written communication skills.
Basic instructional and reinforcement methods and techniques.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:

Provide instruction and assistance to students in a computer lab or other learning environment.
Operate and demonstrate the use of a variety of computers, software applications and peripheral equipment.
Troubleshoot and repair minor computer problems.
Provide training and assistance to students and staff concerning the operation of computers and related peripheral equipment.
Coordinate and schedule use of computer lab.
Establish and maintain effective working relationships with others.
Communicate effectively both orally and in writing.
Work independently with little direction.
Understand and follow oral and written directions.
Observe and control student behavior according to approved policies and procedures.
Interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience working with students in an instructional setting and some experience in computer operations.

WORKING CONDITIONS:

ENVIRONMENT:

Computer lab environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment.
Hearing and speaking to exchange information.
Seeing to view a computer monitor.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students and to install computers and peripheral equipment.
Lifting, carrying, pushing or pulling moderately heavy objects.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

*Paraprofessional Job Description
Adopted by BOT 9/18/06*