

**Job Title:** Secondary Computer Lab Assistant  
**Department:** Technology  
**Reports To:** Assigned School Principal  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 03



## **SUMMARY**

The lab assistant's primary duty is to assist classroom teachers by providing support, aid, and instruction in the use of available hardware and software in the computer lab. The lab assistant is responsible for ensuring that equipment and software within the computer lab are in good working order. The lab assistant helps to create an environment of effective learning whereby technology serves as a tool to aid the teacher in the extension and remediation of learning in the classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Coordinates with the district technology coordinator and software and hardware vendors concerning the installation, maintenance, and repair of computer software and hardware.

Assists teachers in the selection of class-correlated computer lab activities.

Provides written and verbal feedback on student progress to the teacher.

Provides materials defining the scope and sequence of the courseware used in the computer lab.

Maintains an aesthetic environment conducive to effective learning in the computer lab.

Responsible for uploading and downloading of computer systems each day.

Performs periodic software backup.

Performs clerical tasks with limited supervision and assumes clerical responsibility for a major segment of the school computer lab operations.

Keeps abreast of changing technologies and assumes new responsibilities required by the introduction of new services and equipment.

Assists students and staff in accessing and logging into school computer systems.

Responsible for having any non-functioning equipment repaired through the district repair service as soon as possible.

Ensures that students comply with the District Acceptable Use Policy. Trains students on proper use of district computer equipment according to the District's Acceptable Use Policy.

Attends computer lab related meetings, workshops, and in-service programs.

Supports teachers in providing technology enhanced instruction within the computer lab.

Uses lab management software to control access and use of lab computers.

Maintains an inventory of all technology related equipment in the school. This includes all equipment in classrooms and other areas of the building.

Provides support for any mobile labs the school may have.

Collaborates with District Technology personnel to update lab computers and lab servers.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Bilingual skills would be beneficial; however, are not required.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position.

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations.

### **EDUCATION and/or EXPERIENCE**

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

Experience using various computer platforms, office suite software, Internet browsers, and other computer related equipment, including scanners, burners, and printers preferred, but not required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk; sit; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is at risk of electrical shock. The noise level in the work environment is usually very quiet.

Prepared By: <b>Technology &amp; Media Director II</b>		Date: <b>06/16/2005</b>	
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>06/16/2005</b>	
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>11/18/2013</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>05/01/2018</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	