

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE: Computer Lab Tech **REPORTS TO:** Assigned Supv.

DEPARTMENT: Instructional **CLASSIFICATION:** Classified

FLSA: Non-Exempt **WORK YEAR:** 190 days

BOARD APPROVAL: May, 2008 **SALARY:** Range 6

CSEA APPROVAL: May, 2008

BASIC FUNCTION:

Provide computerized instruction to individual and small groups of students in an assigned learning environment. Organize and maintain a school computer lab; provide students with intensified learning experiences utilizing educational software to reinforce instruction in specified academic areas. tutor, train, and assist students in learning situations.

REPRESENTATIVE DUTIES:

Reinforce instruction to individual and small groups of students as directed by the teacher by assisting students with selecting appropriate educational software, operating a computer, and printing out work.

Assist teachers in finding programs to support their student(s) need(s);

Check programs, review and learn new programs (including special curriculum referenced materials)

Prepare and maintain records of students participating in computerized instructional support.

Make copies of disks, transfer information onto disks

Answer questions and instruct students to, and assist them with, the use of computers and peripheral equipment (i.e., printer, scanner, digital camera, presentation system, etc.) and educational software in typing, math, language arts, social studies, spelling, reading, and other various assignments.

Assist students to learn proper usage of the Internet and Microsoft Office programs.

Clean, check, and perform minor maintenance on equipment to ensure that it remains in operational condition.

Schedule use of computer lab by teachers and students.

Research and advise on the purchase of computer software.

May be required to administer first aid/CPR.

Work with staff and constituents tactfully, courteously and with good judgment. **E**

Promote good staff relationships and good public relationships within the District. **E**

Participate in meetings and in-service training programs as assigned. **E**

Perform related duties as assigned. **E**

EDUCATION AND EXPERIENCE:

High school graduation

Passage of basic proficiency test in math and language arts

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include some experience working with school age children in an organized setting where computers were used to reinforce instruction. Experience working with curriculum and/or software is preferred.

LICENSES AND OTHER REQUIRMENTS:

CPR/First Aid

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Working with children, both individually and in groups; child supervision techniques; and classroom management techniques

Computer hardware and its operation

Using a computer to support a variety of academic subjects

Computer software and its selection, use, and care

Microsoft Office, Windows and basic operating systems

Ethical handling practices for programs and stored information

Routine record keeping; basic understanding of instructional methods and techniques.

ABILITY TO:

Utilize school computers

Provide support and assistance to a teacher in a learning environment

Basic methods and procedures to be followed in an instructional setting

Learn and apply classroom management techniques.

Tutor, answer questions, and assist students and/or staff in the use of computer hardware and software at the appropriate level in specified academic subjects.

Maintain accurate records.

Understand and carry out oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Work well with others.

Work with confidentiality and discretion.

Print and write legibly.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment with frequent interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate equipment; sitting for extended periods of time; bending at the waist; carrying, pushing or pulling; some crawling and stooping.