

**Job Title:** Aide - Computer Lab

**Pay Grade:** Clerical-Paraprofessional - 2

**Reports to:** Principal

**Revised:** 1/24/2024

**Dept./School:** District Wide

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**Primary Purpose:**

Work under general supervision to assist students and teachers in use of computers and educational software in campus computer lab.

**Qualifications:**

**Education/Certification:**

- High school diploma or hold a General Educational Development (GED) certificate

**Highly Qualified Status:**

- Attend the free AISD Paraprofessional Academy once hired or;
- Associate's degree, or two years of study at an institution of higher learning
- State Paraprofessional Certification (recommended)

**Special Knowledge/Skills:**

- Ability to assist in instructing reading, writing, and mathematics
- Ability to work well with children
- Ability to communicate effectively
- Ability to work cooperatively with others and maintain a positive attitude in the work environment
- Ability to use good judgment in problem-solving and decision-making
- Use time productively
- Ability to follow district policies and procedures
- Ability to accept supervisory direction and desire to improve job skills
- Ability to demonstrate tact, courtesy and helpfulness in dealing with staff, students, parents, and visitors to the school

**Experience:**

- Some experience working with children preferred

**Major Responsibilities and Duties:**

**Instructional Support:**

- Assist teachers and students in use of computers, printers, and instructional software.
- Work cooperatively with teachers to identify student placement in instructional software.
- Input data and maintain files on student progress and use of instructional programs.
- Maintain computer lab in a neat and orderly manner including bulletin boards and displays.

**Technical Support:**

- Perform computer backups on a regular basis.
- Install a variety of computer programs following complex written instructions.
- Identify problems, troubleshoot and resolve routine problems, and arrange for maintenance and repair of computer equipment when needed.

**Student Management:**

- Manage student behavior in the computer lab.
- Help supervise students during arrival and dismissal from school.

**Other:**

- Assist with office and workroom clerical duties as needed.
- Maintain confidentiality.
- Participate in staff development, faculty meetings, and special events as needed.

**Supervisory Responsibilities:** None

**Misc. Information:**

**Mental Demands/Physical Demands/Environmental Factors:**

- **Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment.
- **Posture:** Moderate standing, occasional kneeling, squatting, bending and stooping
- **Motion:** Moderate walking
- **Lifting:** Regular light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)
- **Environment:** Work inside; may occasionally work outside (exposure to sun, heat, cold and inclement weather); exposure to noise
- **Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

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*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.