

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Title: Computer Lab Assistant (Paraprofessional) (E)

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and assists in planning and presents an educational program to help students become computer literate in an environment favorable to learning and personal growth; maintains computer equipment and software, and performs related work as required. Computer Lab Assistant reports to the school principal.

ESSENTIAL FUNCTIONS

Assists in planning and presents learning experiences for students to explain computer usage and help them become computer literate;

Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications;

Develops lesson plans and instructional materials suitable for verbal, auditory and visual instruction of students with a wide range of mental, physical and emotional maturities;

Establishes and maintains standards of student behavior necessary to achieve a functional learning atmosphere in the classroom;

Sets up computers for classroom instruction; installs computer printers and software; troubleshoots network, software and hardware malfunctions;

Maintains adequate number of working copies of software and handouts for classes; maintains list of software and its recommended classroom usage;

Assists professional staff in administering standardized tests in accordance with District testing program guidelines;

Maintains various records such as weekly class schedules and lab usage logs;

Maintains computers and peripheral equipment in a clean and good working condition;

Selects and orders instructional aides and supplies as needed;

Creates a functional and attractive classroom environment through displays and bulletin boards;

May design, create and publish weekly staff/parent newsletter;

May assist in creating and maintaining the school's web page;

Receives and responds to inquiries, requests for assistance and complaints in areas of responsibility;

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, teachers, other school administrators and staff, District administrators and staff, vendors/service providers, students, parents, volunteers and the general public;

Attends training, seminars and workshops, etc., to maintain and enhance job knowledge and skills; and

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Job requires an Associate degree or higher from an accredited college or a minimum of 60 credit hours from an accredited college. In lieu of college hours, high school graduate or GED with minimum test score of 456 on the ETS Paraprofessional Assessment Test.

Knowledge:

Job requires knowledge of grammar, spelling, and punctuation; working knowledge of departmental policies, procedures, and operations; general knowledge of modern office equipment such as copiers and computers; and knowledge of child growth and development.

Skills/Effort:

Job requires good rapport with children; good written and verbal communication, organization, basic mathematical, and telephone skills; ability to interact with co-workers, students and school staff in a courteous and professional manner; ability to provide assistance to teachers in a classroom setting; ability to follow directions of supervising teachers; and demonstrates initiative and follow-through of assignments during unsupervised times during the day.

Working Conditions:

Working condition is in a classroom environment and in any other school or community settings as needed. Physical demands include lifting/moving/ up to 35 lbs. and daily care of students as needed. Job requires working directly with students with hands-on contact the majority of the time. The direct supervision of students to ensure their safety at all times is a top priority. Berkeley County School District is a smoke free district.

Responsibility:

Supervises students in out-of classroom activities as assigned
No budgetary or supervisory responsibility

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES / APPROVAL:

_____ Date: _____

_____ Date: _____