



# HUMAN RESOURCES

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## JOB DESCRIPTION

**Job Title:** Computer Lab Aide

**Salary Block:** Instructional Support  
Pay Grade Level 2

**Reports To:** Principal and teacher(s) assigned

**Wage/Hour Status:** Non-Exempt

**Terms of Employment:** 187 Days

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### Minimum Qualifications:

- High school diploma or GED
- Meets the standards of NCLB (No Child Left Behind);
  - (1) Completed two (2) years of study at an institution of higher education (48 college credit hours); or
  - (2) Associate's degree (or higher)
- Must apply and obtain a Valid Texas Educational Aide Certificate (UPON HIRE)
- Experience working with children preferred

### Special Knowledge/Skills:

- Ability to work well with children
- Ability to communicate effectively
- Ability to work well under supervision
- Ability to use computer and be familiar with word, excel, access, and e-mail systems

### Primary Purpose:

Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher.

### Performance Responsibilities and Duties:

#### Instructional Support

1. Managing/coordinating computer lab schedule for optimum use.
2. Ensuring computers are functional and ready to use by students and teachers.
3. Assist in teaching student's responsible online usage and safety.
4. Assists teachers and students while using the lab.
5. Introduces students to various computer experiences for the purpose of increasing knowledge, skills and abilities in operation and use of computer hardware and software.
6. Assists students in the use of technology to complete projects, including online research, document editing (formatting, spell check, etc).
7. Oversees and supervises students during time in the computer lab.
8. Assists the teacher in managing student behavior and maintaining order; reinforces rules of the school and classroom.
9. Assists staff in the use of peripherals in the computer lab, such as printers, student response systems, document cameras, Smartboards.
10. Performs a variety of clerical duties such as filing, duplication materials, etc.

11. Reports problems with hardware and software to the appropriate vendor or district's technology department and coordinates system repair service.

#### **Student Management**

12. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
13. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
14. Keep teacher informed of special needs or problems of individual students.

#### **Other**

15. Participate in staff development training programs to improve job performance.
16. Participate in faculty meeting and special events as assigned.
17. Maintains a professional level of confidentiality concerning personnel and students.
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19. Upholds and adheres to safety rules and policies of the CISD safety program.
20. Supports the goals and objectives of the school district and follow all district policies.
21. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
22. Performs any other duties as assigned by the appropriate supervisor.

#### **Supervisory Responsibilities:**

None.

#### **Equipment Used:**

General office and classroom equipment to include but not limited to: copier, computer, typewriter, calculator, fax machine, shredder, and audiovisual equipment such as tape recorder, overhead, projector, CD player, VCR, and DVD.

#### **Working Conditions:**

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

Maintain emotional control under stress. Moderate standing, stooping, bending, pulling, pushing and lifting. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Occasional exposure to sun, heat, cold, and inclement weather.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

#### **Terms of Employment**

Work year established by the Superintendent; Salary according to schedule adopted annually.

#### **Evaluation:**

Job performance will be evaluated annually as per district policies and procedures

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Print Name

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Date

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Signature