



**GREEN LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **COMPUTER AIDE** **File 504**

Reports to: Principal and Director of Operations

Job Objective: Performs a variety of support services to help students achieve productive learning experiences.

FLSA Status: Non-Exempt

- Minimum Qualifications:**
- High school diploma. Valid state department of education permit appropriate for the assignment.
 - Meets all mandated health screening requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Ability to keep current with work skills essential to the objectives of the position.
 - Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
 - Commitment to keeping current with advances in computer technology.
 - Ability to interpret, apply, and communicate technical information.
 - Ability to interact comfortably and confidently with the public.
 - Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid courses when required as a condition of employment.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations and/or procedures are unclear. Takes the initiative to perform routine tasks independently.
- Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Supports community participation in school-sponsored activities that enhance student learning.
- Inspects, installs, and tests new equipment and software. Updates computer lab inventory records.
- Coordinates computer activities for students. Ensures that students use appropriate software for the assigned tasks. Monitors compliance with all licensing agreements.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Performs routine clerical work and record keeping related to student activities. Prepares bulletin boards and displays as directed.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Works with building technology representatives to update the district's technology plan.
- Assists with the implementation of foundation/grant proposals as directed.
- Works with teachers to explore adaptations that will enhance classroom activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.
- Works with the classroom teacher to address persistent behavior problems.

- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Helps keep program areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.).
- Participates in staff meetings and professional growth opportunities as directed.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Green Local School District Board of Education.

The Green Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events. **Rev. 4/09**