

# West Chicago Elementary School District 33

<b>Title:</b>	<i>Computer Aide Advanced</i>
<b>Classification:</b>	<i>Support Staff</i>
<b>Supervisor:</b>	<i>Director of Technology</i>
<b>FLSA Status:</b>	<i>Non-Exempt</i>
<b>Work Calendar:</b>	<i>12-Months</i>



## **SUMMARY:**

To assist in establishing a well-organized, smoothly functioning educational environment in which students can take full advantage of the instructional program and available resource materials.

## **ESSENTIAL JOB FUNCTIONS:**

1. Installs and maintains computer operating systems, application software, and related computer equipment.
2. Provides technical support, troubleshooting, and repair for software and hardware problems.
3. Provides software and hardware deployment and assists with annual hardware and software inventory.
4. Provides advanced troubleshooting for desktop and laptop computer problems.
5. Assists in record-keeping regarding the functioning and inventory of the District's computers, and equipment and related repairs.
6. Trains other individuals for the purpose of ensuring their ability to use computer systems and software.
7. Assists classroom teachers and other staff in the implementation of technology related projects and learning activities.
8. Assists students during instruction in STEM labs.
9. Increases professional and technical knowledge by attending trainings established by the District and/or department.
10. Performs such other tasks and assumes such other responsibilities as may be assigned from time to time.

## **EDUCATION, CERTIFICATION, QUALIFICATIONS PROFILE:**

- Two years post-secondary education or equivalent
- Knowledge of computer software and hardware, troubleshooting and repair
- Valid driver's license and ability to provide own transportation
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

## **SKILLS, KNOWLEDGE, ABILITIES:**

- Ability to work independently, stay on-task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner.
- Ability to communicate effectively with parents, students, teachers, administration and community members.
- Ability to establish and maintain cooperative working relationships with others in the course of the workday.
- Ability to use email and office equipment effectively.
- Ability to read, write and speak English sufficient to communicate with students and staff and to assist students with instruction.

- Ability to add, subtract, multiply and divide, and perform basic arithmetic operations as needed to assist students.
- Ability to work with a diverse group of individuals and is sensitive to individual differences.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students.
- Ability to maintain composure in stressful situations and adapt in response to changing conditions.
- Ability to report work orally or in writing to supervisor as required.
- Ability to carry out instructions furnished in written or oral form.

#### TRAVEL REQUIREMENT:

Travel between schools, across district may be required.

#### EVALUATION

The position will be evaluated at least once annually, by the last employment day in April by Director of Technology.

#### WORK ENVIRONMENT:

- Indoor classrooms/school exposure to: student noise, work in standard school building environment.
- Outdoor schoolyard and grounds, field trips: exposure to temperatures (hot, warm, cool & Cold).

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is Required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk				X
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance			X	
Stoop/kneel/crouch/crawl			X	
Talk or hear				X
Smell				X
Physical (Lift & Carry):				
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 75 pounds				
Up to 100 pounds				
More than 100 pounds				

ADOPTED: November 17, 1988  
 REVISED: July 16, 1998  
 December 18, 2008  
 October 17, 2019