



JOB TITLE: Educational Assistant - Computer Lab

SALARY: According to placement on current compensation table

TERMS OF EMPLOYMENT: Nine-month position

EVALUATION: Performance of this job will be evaluated in accordance with the procedures for evaluating non-certified staff

REPORTS TO: Principal

SUPERVISORY RESPONSIBILITIES: None

JOB QUALIFICATIONS:

Education:

1. High School Diploma or equivalent.

Experience:

1. Average or above average computer skills preferred

Certificates/Licenses:

1. Transcripts for post-secondary course work preferred

JOB EXPECTATIONS:

1. Demonstrates effective organizational, problem solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Develops and maintains professional working relations with other District employees
10. Continually acquires technology skills as needed

JOB SKILLS and ABILITIES:

1. Demonstrates average or above average computer skills
2. Demonstrates basic clerical skills
3. Ability to work closely with students as a positive role model
4. Ability to work without close supervision

ESSENTIAL FUNCTIONS:

1. Assists in the preparation and implementation of activities related to the computer lab or as assigned by the principal or designee
2. Develops and maintains a well managed and structured environment in the computer lab adhering to school and District discipline codes
3. Assists individual students or small groups with independent study, assessments, reinforcement activities, enrichment work, and/or remedial work as assigned
4. Performs management duties in the computer lab and/or library as assigned by principal or designee
5. Assists the principal or designee with designing a flexible schedule for the computer lab
6. Informs the classroom teacher of any concerns about a student(s)
7. Processes requisitions for books, equipment, materials, supplies, and software programs as needed for the computer lab as directed by the principal or designee
8. Responsible for maintaining the computer lab inventory for computers, materials, equipment, and books as directed by the principal or designee
9. Provides a neat and attractive environment for the computer lab and its displays
10. Assists with non-instructional duties such as lunchroom, playground, field trips, and assemblies as assigned
11. Attends and participates in conferences, meetings, and in-services as requested by the principal
12. Remains current with new materials and equipment to assist the staff in purchasing decisions for the computer lab
13. Assists with problem solving and maintenance to technology issues as assigned by principal or designee
14. Demonstrates the ability to communicate effectively, get along with co-workers, and deal with colleagues in a professional manner
15. Demonstrates a positive attitude towards change
16. Performs such other tasks as may, from time to time, be assigned

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Certain positions within the District may impose additional physical demands. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, and feel; reach with hands and arms; taste and smell; and talk and hear. The employee may also need to stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to inclement weather conditions. The noise level in the work environment is usually moderate, but occasionally loud.

Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.

Prepared by: KV/blm
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