



David Douglas School District #40

Classified - Job Description

COMPUTER LAB ASSISTANT

Schedule: 9 months per year
Class: 9

POSITION PURPOSE

Assist teachers in the instruction of computers and the students in the use of the computer lab's hardware and software in the instructional application. Also assist the teachers and administrators in the management and maintenance of the computer lab.

NATURE AND SCOPE OF RESPONSIBILITIES

- Under the direction of a teacher, provide direct computer instructional or tutorial assistance to students, individually or in groups
- Observe and encourage students' progress
- Monitor computer lab period by period to insure proper use of equipment and behavior of students; handle disciplinary matters in accordance with the building's disciplinary procedures
- Set up computer lab each day for student use: testing of the hardware and software, preparation of the daily schedule, shutdown and security of the lab and all the hardware and software
- Assist in maintaining a positive learning environment, proper safety conditions, general neatness and attractiveness of the lab
- Monitor and supervise the computer lab by coordinating schedules, maintaining records and inventories, and recommending appropriate software
- Work with State Assessment Coordinator to help facilitate state tests. Set up TESA accounts for staff/students if needed. Monitor or test any student that needs to be tested that is not enrolled in specific classes per State Assessment Coordinator
- Participate in the design, updating, and maintenance of the High School web page.
- Order supplies and support materials
- Perform other duties, as assigned

QUALIFICATIONS

- Must have had 2 years of college or hold an Associates Degree or completed the district paraprofessional training
- Prior experience in working with students required
- Ability to work independently in the absence of direct teacher contact, to carry out the goals and objectives of the instructional program
- Knowledge of English usage, spelling, mathematics, and a basic understanding of subjects and conditions in which the instructional assistant is to provide assistance
- Proficiency in keyboarding and the use of computers and printers
- Knowledge of computer hardware and software applications compatible with the system(s) used in the computer lab
- Ability to troubleshoot hardware/software problems
- Knowledge of web page design and maintenance
- Knowledge of classroom practices and procedures and school operations and personnel
- Ability to project a pleasant manner and relate well to students and staff and their requests for assistance
- Flexibility and patience in supervising and instructing students with a variety of skill levels
- Ability to plan and organize materials for use in instruction
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff
- Ability to maintain a high level of ethical behavior and confidentiality of information about students

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting and carrying of up to 50 pounds. Ability to move to various locations within the classroom. Frequent and prolonged standing, walking, bending and kneeling. Visual acuteness. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.