

PARAPROFESSIONAL - COMPUTER LAB

Purpose Statement

The job of Paraprofessional - Computer Lab was established for the purpose/s of maintaining the operation of computers, computer technology, and the computer lab to support classroom instruction.

This job reports to Building Principal

Essential Functions

- Administers computer-based tests to students as directed for the purpose of effective and timely set-up and completion.
- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations.
- Assists students and teachers for the purpose of complementing classroom instruction with various software applications and the use of computer technology.
- Coordinates scheduling of students, teachers and technical support personnel for the purpose of maintaining computer lab operations.
- Maintains computer hardware and software applications for the purpose of ensuring availability of instructional material.
- Monitors student activities for the purpose of providing a safe environment conducive to learning.
- Oversees students for the purpose of ensuring that assignments are completed in a safe, proper, and timely manner.
- Prepares documentation for the purpose of tracking or recording activities, providing written reference, and/or conveying information.
- Troubleshoots in the area of technology for the purpose of increasing and supporting the acquisition of skills and knowledge of students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; concepts of grammar and punctuation; keyboarding; office methods and procedures; stages of child development; standard office software.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; establishing effective relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing
ParaPro test or 48+ credits on college transcript

Certificates & Licenses
None Specified

Continuing Educ. / Training
Computer knowledge and applications desired

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
Classified Para-Pro