

MODESTO CITY SCHOOLS

JOB DESCRIPTION

COMPUTER LAB ASSISTANT

DEFINITION:

Under the direction of the Principal or assigned supervisor, provide assistance to students concerning the operation of computers and related peripheral equipment; provide assistance to students and school personnel in the proper use, care and operation of microcomputer hardware and software.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with computer laboratory operations at an assigned school site; prepare computer lab for use as assigned; confer with teachers to provide assistance with computer literacy lessons and projects.
- Provide reinforcement of instruction to individuals or groups of students in the use of computers, software and related peripheral equipment; observe and assist students and staff; answer questions and perform demonstrations as necessary.
- Provide assistance to students and school personnel in the proper use, care and operation of microcomputer hardware and software.
- Operate, adjust and maintain a variety of computers and peripheral equipment; refer major maintenance and repair needs to appropriate personnel.
- Prepare and maintain routine records and reports related to assigned activities acquisition lists, repair reports and circulation reports as assigned.
- Assist with basic clerical duties including typing schedules, forms and communications as needed; assist teachers with providing copies and laminating items as assigned.
- Communicate with students, personnel and various outside agencies to exchange information and resolve issues or concerns; assist parents with assigned parent portal use.
- Set up, operate and maintain instructional computers and peripheral equipment as assigned.
- Operate a variety of standard computer lab and office equipment including a computer and assigned software; operate a projector, media devices and related cameras.
- Maintain computer lab in a safe, clean and orderly condition.
- Attend related workshops and seminars as assigned.
- Drive a vehicle to conduct work as assigned by the position.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience in computer operation some experience working with students in an educational or organized setting.

Licenses and other Requirements

- Typing certificate demonstrating an ability to type or enter data at 35 words per minute rate of speed.
- Valid California Class C Driver's License.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- One year accounting, bookkeeping, clerical or secretarial experience performing basic work tasks.

Knowledge of:

- Modern office methods and practices.
- Operation and adjustment of computers, software applications and peripheral equipment.
- Basic instructional techniques.
- Operate a variety of standard computer lab and office equipment including a computer and assigned software.
- Safe practices in computer lab activities.
- Requirements of maintaining a computer lab in a safe, clean and orderly condition.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Provide reinforcement of instruction and assistance to students in a computer lab.
- Operate and demonstrate the use of a variety of computers, software applications and peripheral equipment.
- Provide assistance to students and staff concerning the operation of computers and related peripheral equipment.
- Establish and maintain effective working relationships with others.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Work independently with little direction.
- Maintain routine records and files.
- Perform basic math.

WORKING CONDITIONS:**Work Environment:**

- Indoor/Computer Lab environment.
- Constant interruptions.
- Driving a vehicle to conduct work as 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment.
- Sitting, standing or walking for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to view a computer monitor.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: ---

Computer Lab Assistant

Unit Approved: 5/10/02

Board Approved: 5/28/02

FLSA Status: Non Exempt

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