CLASS TITLE: PARAEDUCATOR-COMPUTER LAB

BASIC FUNCTION:
Under the direction of the Principal, perform a variety of duties involved in the operation and maintenance of an assigned computer laboratory; assist with related instruction and student supervision activities; provide training and assistance to students and teachers concerning the operation of computers and related hardware, peripheral equipment and software applications.

REPRESENTATIVE DUTIES:
ESSENTIAL DUTIES:
Perform a variety of duties involved in the operation and maintenance of an assigned computer laboratory; confer with teachers to coordinate lessons, develop computer lab projects and learning activities, and support classroom work; coordinate and schedule daily use of the computer lab.

Provide training and assistance to students and teachers concerning the operation of computers and related hardware, peripheral equipment and software applications; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations.

Assist certificated teachers in reinforcing instruction to small groups or classes of students in the computer lab; monitor and oversee student assignments in the computer lab; reinforce and provide lab support for classroom assignments; assist students with developing and meeting goals.

Maintain computers in proper operating condition; troubleshoot computer hardware, software and peripheral malfunctions; perform general maintenance and repairs; arrange for major maintenance and repairs as needed.

Assist individuals and groups of students in completing computer lab assignments and projects; assure student understanding of computer lab rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Operate and adjust computer equipment and peripherals; prepare and set up computer equipment and lab materials for student use; move and set up computers as needed; observe computers for evidence of incorrect performance.

Observe and control behavior of students in the computer lab according to approved procedures; monitor and report progress regarding student performance and behavior.

Monitor and adjust lab activities in response to the needs of students and teachers; develop computer lab learning activities and projects in accordance with teacher lesson plans; prepare and distribute student awards.

Establish and maintain student and teacher computer logins as required; develop student seating charts; adjust software settings and options according to student needs, progress and grade level; prepare, type, duplicate and distribute instructional and informational materials as assigned.

Communicate with staff, teachers and others to exchange information and resolve issues or concerns;

adjust computer lab learning activities in response to teacher requests.

Maintain computer lab and equipment in a safe, clean and orderly condition; dust, wipe down and clean computers, peripherals and classroom furniture; assure the health and safety of students by following established health and safety practices and regulations.

Maintain various records and files related to computer lab activities, student performance and progress, inventory and assigned duties.

Input student information and a variety of data into an assigned computer system; maintain automated records; initiate queries and generate computerized lists and reports as assigned.

Monitor inventory levels of computer laboratory supplies; order, receive and maintain inventory of supplies; recommend hardware and equipment purchases as appropriate.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Principles, methods and procedures of operating computers and peripheral equipment.
Computers and computer use in an instructional environment.
Student guidance principles and practices.
Computer hardware systems and software applications utilized by the District.
Safe practices in computer lab activities.
Computer lab procedures and appropriate student conduct.
Basic instructional methods and techniques.
Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
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.

ABILITY TO:
Perform a variety of duties involved in the operation and maintenance of an assigned computer laboratory.
Provide training and assistance to students concerning the operation of computers and related peripheral equipment and software applications.
Operate, adjust and demonstrate the use of computers, peripheral equipment and applications.
Assist certificated teachers in reinforcing instruction to small groups or classes of students.
Monitor, observe and report student progress.
Observe and control student behavior according to approved policies and procedures.
Troubleshoot and perform general maintenance and repairs to computers and peripheral equipment.
Assist individual and groups of students in completing computer lab assignments and projects.
Plan and schedule use of computer lab.
Meet schedules and time lines.
Observe health and safety regulations.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:
Possession of a High School Diploma or a GED

AND

Complete at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

In addition to the above standards, must be able to demonstrate the knowledge and abilities as reflected in the classification. Typically, this would be gained through one year of experience in the use of various computer hardware, software applications and peripheral equipment, and/or working with groups of students in a training/learning environment.

WORKING CONDITIONS:
ENVIRONMENT:
Computer lab environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Seeing to view a computer monitor and read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to assist students.

Approved by Personnel Commission: *06/18/2008*
Revised: *03/18/2015*