

## **COMPUTER LAB ASSISTANT**

### **Purpose Statement**

The job of Computer Lab Assistant was established for the purpose/s of maintaining the operation of a computer lab; and instructing students and staff in the use of computer lab technology and software applications; and monitoring students activities in the computer lab.

This job reports to School Principal or Designee

---

### **Essential Functions**

- Coordinates scheduling of students and teachers for the purpose of maintaining computer lab operations and activities.
- Instructs students and teachers in computer lab technology and software applications (e.g. answers questions, keyboarding, Apple Works, reading/math specialized programs, etc.) for the purpose of enhancing their understanding of lab operations and reinforcing academic concepts.
- Maintains computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in computer lab.
- Maintains computer lab (e.g. instructional materials, appropriate software, sets up materials for daily activities, etc.) for the purpose of ensuring availability of equipment and programs to enhance the instructional program.
- Monitors student activities while in computer lab for the purpose of maintaining a safe environment that is conducive to learning.
- Performs routine and preventive maintenance of computer lab and classroom equipment (e.g. dusting, cleaning, virus scanning, creating/clearing Internet bookmarks, defragmenting, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares documentation (e.g. reports, instructions, memos, etc.) for the purpose of providing written support and/or conveying information.
- Troubleshoots malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **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 equipment used in computer lab, classroom and offices including pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel computers and peripheral equipment; Internet and educational software applications.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use basic, job-related 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 wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude and working with frequent interruptions; communicating with diverse groups; setting priorities; and working as part of a team.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. 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: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

Pre-employment Proficiency Test or AA or AA Equivalent

**Continuing Educ. / Training**

As Needed

**Certificates & Licenses**

As needed for programs and equipment

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

8/15/2002

**Salary Grade**

Classified 20