

**Job Title:** AIDE, COMPUTER LAB  
**Reports to:** Principal  
**Dept. /School:** Assigned School  
**Wage/Hour Status:** Non-exempt  
**Date:** March 21, 2016

### **Primary Purpose**

Work under general supervision, coordinates the activities of a computer lab that involves technology that supports instructional programs: and to related work as required.

## **QUALIFICATIONS**

### **Education/Certification**

A minimum of 60 college hours

### **Special Knowledge/Skills**

Ability to work well with children  
Ability to communicate effectively  
Ability to use personal computer

### **Experience**

Some experience working with children

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Instructional Support**

1. Assist teachers and students in use of computers, printers, and instructional software.
2. Work with at risk students, as needed.
3. Monitor students doing computer-assigned lessons and assist students with instruction when needed.
4. Work cooperatively with teachers to identify student placement in instructional software.
5. Input data and maintain physical and computerized files on student progress and use of instructional programs.
6. Maintain computer lab in a neat and orderly manner including bulletin boards and displays.
7. Print required reports.

### **Technical Support**

8. Perform computer backups on a regular basis, as needed.
9. Install a variety of computer programs following complex written instructions, as needed.
10. Detect and arranges for maintenance and repair of computer equipment.

### **Student Management**

11. Manage student behavior in the computer lab.

12. Help supervise students during arrival and dismissal from school.

**Other**

13. Assist with office and workroom clerical duties as needed.

14. Participate in staff development, faculty meetings, and special events as needed.

15. Perform other duties assigned by supervisor.

16. Maintain confidentiality of information.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Copier, personal computer, typewriter, calculator, and audiovisual equipment.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_