

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, FEBRUARY 2005**

JOB TITLE: COMPUTER LAB ASSISTANT

GENERAL STATEMENT OF JOB

Under occasional supervision, assists in planning and presents an educational program to help students K-5 become computer literate in an environment favorable to learning and personal growth; maintains computer equipment and software, and performs related work as required. Reports to the Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate.

Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.

Develops lesson plans and instructional materials suitable for verbal, auditory and visual instruction of students with a wide range of mental, physical and emotional maturities.

Establishes and maintains standards of student behavior necessary to achieve a functional learning atmosphere in the classroom.

Sets up computers for classroom instruction; installs computer printers and software; troubleshoots network, software and hardware malfunctions.

Maintains adequate number of working copies of software and handouts for classes; maintains list of software and its recommended classroom usage.

Assists professional staff in administering standardized tests in accordance with District testing program guidelines.

Maintains various records such as weekly class schedules and lab usage logs.

Maintains computers and peripheral equipment in a clean and good working condition.

Selects and orders instructional aids and supplies as needed.

Creates a functional and attractive classroom environment through displays and bulletin boards.

May design, create and publish weekly staff / parent newsletter.

May assist in creating and maintaining the school's web page.

Receives and responds to inquiries, requests for assistance and complaints in areas of responsibility.

Operates a variety of equipment such as computers, printers, copier, LCD projector, calculator, telephone, etc.; uses clerical, copier, computer, instructional supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, teachers, other school administrators and staff, District administrators and staff, vendors / service providers, students, parents, volunteers and the general public.

Attends training, seminars and workshops, etc., to maintain and enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Supervises students in out-of-classroom activities as assigned.

Performs routine office tasks as required, including but not limited to preparing routine records and reports, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in computer technology or a closely related field, supplemented by some experience working with children in an educational setting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office machines or tools within moderate tolerances or limits of accuracy.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor and giving information and instructions to students.

Language Ability: Requires ability to read a variety of policy and procedure manuals, technical manuals and instructions, reference materials, etc. Requires the ability to prepare reports, records, lesson plans, handouts, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions; to teach students. Must be able to communicate effectively and efficiently with students, teachers and other staff using technical and/or professional languages including computer technology, instructional technology.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the assigned school and Lexington Richland School District Five as they pertain to the performance of duties of the Computer Lab Assistant. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has thorough knowledge of the use of computer hardware and software in educational settings. Is familiar with computer software available for instructional use. Is skilled in the use of computers. Has knowledge of and skills in using educational resources available on the Internet; has knowledge of web page development. Has knowledge of the characteristics of the age group assigned. Is able to establish and maintain positive relationships and work effectively with adults and children. Is able to supervise, guide and support students with patience and kindness. Is able to reinforce skills taught by the teacher. Is able to prepare effective computer lab lesson plans. Is able to motivate students to participate in computer activities and to want to learn. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is able to enter computer data / type accurately at a rate sufficient for the successful performance of assigned duties. Knows how to maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Knows how to perform duties in a courteous manner and

with the utmost integrity in the best interest of the public. Knows how to maintain effective relationships with students, teachers, co-workers, personnel of other departments and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the position. Is able to effectively perform assigned duties despite frequent interruptions. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the

exclusive right to alter this job description at any time without notice.