

JOB DESCRIPTION
Nogales Unified School District #1

COMPUTER LAB AIDE

Purpose Statement:

The job of **COMPUTER LAB AIDE** is done for the purpose/s of maintaining operation of computer lab and making recommendations to complement classroom instruction and assisting students in using applications.

This job reports to PRINCIPAL

Essential Functions

- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities (e.g. lunch duty, power school/power grade assistance and assist with District testing).
- Coordinates scheduling of students, teachers and technical support personnel for the purpose of maintaining computer lab operations.
- Installs computer software applications for the purpose of providing operational computer technology and instructional materials.
- Instructs students and teachers for the purpose of complementing classroom instruction with various software applications and the use of computer technology.
- Maintains computer hardware and software applications for the purpose of ensuring availability of instructional material.
- Provides services for students under the direction of certified teacher for the purpose of providing instructional support.

Other Functions

- Cleans lab for the purpose of ensuring computer room and computers are maintained in a clean environment.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Prepares documentation (e.g. reports, instructions, memos, etc.) for the purpose of providing written support and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (English/Spanish) helpful

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using standardized

Job Description: Computer Lab Aide

methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect 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; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing Certificates & Licenses

ParaPro Test or meet alternate requirements None Specified

Continuing Educ. / Training

None specified Criminal Justice

Clearances

Fingerprint/Background Clearance

FLSA Status

Non Exempt

Revision Date

3-09-2015

Salary Grade

Classified 2

Job description available upon request