COMPUTER LABORATORY ASSISTANT

DEFINITION

Under general supervision of District administration to provide instructional assistance to students and teachers in using computer equipment; assure that hardware and software are current and operational; plan and facilitate training sessions for staff and students; and do related work as required.

EXAMPLES OF DUTIES

Coordinate the use of computer facilities by students and staff. Support instructional personnel with the presentation of technology based instruction and exercises; assist students and teachers in the use of the computers, providing instructions on proper use and care of computers and software and guidance on software applications and availability; tutor individual and small groups of students to reinforce computer lessons; oversee and supervise students according to approved procedures. Establish a schedule for teacher and staff computer training as needed; facilitate the computer training program in both formal workshop sessions and informal "drop-in" visits. Maintain and operate computers, monitors, printers and related computer equipment; load software and applications; troubleshoot computer hardware and software problems in classrooms; make arrangements for equipment repair as necessary. Serve as a resource to students and teachers by providing current information on computer equipment, software and their use in the school environment; suggest new software, products and equipment as necessary; assist staff in locating and preparing software for student use. Assist in the development of training materials for applications and web-based programs. Maintain accurate files and inventories of computers and computer software; perform routine clerical work, keeping records and schedules for classes.

QUALIFICATIONS

Knowledge of
Operation of computer hardware systems and software applications, including Google products, Chromebooks and the Internet; operation and minor repair of computers and related peripheral equipment; instructional methods and techniques; student behavior and characteristics; computer procedures and appropriate student conduct; digital citizenship & internet safety; correct oral and written use of the English language; basic math, reading, and composition skills. Simple record keeping; basic office procedures.

Ability to

Provide instructional assistance related to the use of computers to students; operate computers and peripheral equipment properly and efficiently; install and maintain software; set up computers and apply specific rules and procedures; think logically and analyze logical processes; perform basic trouble shooting of hardware, wireless networks and software; utilize methods effective in training adult learners in computer instruction: participate in ongoing training and development courses; exercise interpersonal skills using tact and patience with students; establish and maintain cooperative working relationships with students and staff; maintain accurate records and files; and coordinate time schedules; understand and carry out oral and written instructions.

Experience

Some experience in the use of instructional computing equipment and/or applications is highly recommended. Two years of experience using personal computer-based and web-based programs and peripheral devices, including installation and troubleshooting.

Education

Equivalent to the completion of the 12th grade, supplemented by course work or training in the technical use of microcomputers, software, and computer networking.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally will be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: February 13, 2001
Revised: February 8, 2005 effective March 1, 2005
Revised: October 7, 2013, Board Approved November 12, 2013