



District of Scholars, Achievers, Champions

PROPOSED REVISION

PARAEDUCATOR III COMPUTER LAB

Revision Date: TBA

DESCRIPTION:

The Paraeducator III – Computer Lab employee works under the direct supervision of the site Assistant Principal to assist teachers in the instruction, supervision and training of groups of students in the proper use and operation of computers and designated software. This job classification provides specialized instructional activities in support of the educational objectives of certificated staff; requires a high degree of positive contact with students and certificated staff and also requires knowledge of the operation of personal computers and peripheral equipment.

STATEMENT OF TYPICAL DUTIES:

- a. Assists teachers in the instruction, supervision and training of groups of students in the proper use and operation of computers and designated software.
- b. Sets up materials and equipment for daily activities in assigned computer lab; turns on computers, loads appropriate software, and ensures equipment is operational.
- c. Develops schedule for use of computer lab; coordinates with teachers to schedule classes appropriately.
- d. Maintains computer equipment in proper working order; assists users with equipment problems, makes proper adjustments; cleans equipment and makes minor repairs; arranges for major repairs as needed.
- e. Establishes and maintains informational and operational records related to computer lab activities; maintains equipment/materials inventory.
- f. Trains and assists teachers and others in the proper operation of computers, printers and related peripheral equipment.
- g. Previews available software; coordinates programs with school and district curriculum.
- h. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and techniques associated with the operation of computers and equipment.
- Routine maintenance methods and procedures used in the upkeep of computers and equipment.
- Basic networking, file servers, software programs.
- Record keeping practices and procedures.
- Correct English language usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Demonstrate proficiency in reading, writing, and mathematics sufficient to successfully complete the District's minimum proficiency exam.
- Learn methods and procedures to be followed in assigned computer lab.
- Operate standard office equipment including computer equipment and peripherals.
- Train and assist students and others in the use of computers and software.
- Perform minor routine and minor maintenance on personal computers.
- Exercise tact, diplomacy and good judgment in dealing with students.
- Communicate effectively in both oral and written forms.
- Understand and follow both oral and written instructions.
- Maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

~~Graduation from high school or equivalent; sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above; successful completion of District Minimum Proficiency examination.~~

Graduation from high school or equivalent. Successful completion of District Minimum Proficiency examination. *No Child Left Behind Requirements Must have High School Diploma, 48 College Units and/or an Associate's Degree or the successful completion of the Parapro test.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.