

SCHOOL DISTRICT OF GADSDEN COUNTY**JOB DESCRIPTION****EDUCATIONAL PARAPROFESSIONAL – COMPUTER LAB****QUALIFICATIONS:**

- (1) High School Diploma with at least a 2.0 grade point average, or equivalent.
- (2) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic computer equipment, processes and procedures. Ability to work as a resource to classroom teachers and students. Ability to communicate effectively both orally and in writing. Ability to exercise appropriate disciplinary techniques.

REPORTS TO:

Principal or Designee

JOB GOAL

To enhance learning through technology by scheduling and maintaining a computer lab for students.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

EDUCATIONAL PARAPROFESSIONAL – COMPUTER LAB (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Assist in scheduling lab times and activities.
- * (2) Ensure that the lab is clean and appropriately arranged for student use.
- * (3) Ensure that the equipment and software is operating properly prior to arrival of students.

Administrative / Management

- * (4) Manage time efficiently.
- * (5) Assist and monitor networking system provided to other classes.
- * (6) Assist in maintaining the security of records, materials, and equipment.

Assessment / Evaluation

- * (7) Print out weekly reports determining student progress and appropriate placement in adopted programs.
- * (8) Print student progress reports quarterly for the Principal.

Intervention / Direct Services

- * (9) Perform minor repairs in the lab and for teachers.
- * (10) Move about the computer lab assisting students in the program.
- * (11) Provide class demonstrations to solve common problems.
- * (12) Clean computers and tables at least weekly.

Collaboration

- * (13) Interact effectively with students, teachers, and administration.
- * (14) Assist in maintaining positive relationships between the school and parents.
- * (15) Work independently and as a team member.
- * (16) Communicate effectively orally and in writing.
- * (17) Communicate with Principal and / or District if there are problems with the system.

Staff Development

- * (18) Participate in workshops and inservice programs to update skills and knowledge.
- * (19) Assist peers in acquiring knowledge and understanding of lab hardware and software, school policies and procedures, and other relevant areas.

Professional Responsibilities

- * (20) Maintain confidentiality regarding student information.
- * (21) Report to work punctually and regularly.
- * (22) Display appropriate work ethic.
- * (23) Follow all school policies and procedures.
- * (24) Represent the school and District in an appropriate manner.
- * (25) Keep the Principal informed about problems, potential problems, and unusual events.
- (26) Perform other duties as assigned.

Student Growth / Achievement

- * (27) Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area(s) and / or student program classification being served.
- * (28) Assist the teacher in maintaining the records which document student performance.

*Essential Performance Responsibilities