COMPUTER LAB TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide computer-assisted instructional assistance and reinforcement to individuals or groups of students in an assigned computer lab; install, operate, adjust and maintain a variety of microcomputers and related equipment; respond to questions and assist students as needed with software programs and equipment.

REPRESENTATIVE DUTIES:
- Provide instructional assistance and reinforcement to individuals or groups of students using microcomputers and word processor equipment and software in an assigned computer lab, including a computer network. *E*
- Provide tutorial assistance in core curriculum; assist students comprehend language, mathematics, science, social studies and other subject matter according to established needs from instructors; monitor individuals and groups of students in computerized learning activities; explain and demonstrate theories and principles of the assigned subject area. *E*
- Maintain the computer lab in a clean and orderly condition; assure the security of the computer lab; store, maintain, distribute and account for inventory of hardware, software and related materials; maintain integrity of student database; perform yearly maintenance of software system. *E*
- Communicate with District staff, instructors and others to receive and provide information regarding student referrals, programs and other related activities; provide technical support to staff members regarding the use of software and technology; serve as primary contact for purchases, maintenance, upgrades and other computer-related information for instructional software to District sites. *E*
- Load tutorial programs, diagnostic assessment tests and others; schedule and prepare lab, software and instructional materials for appropriate subject and grade level; troubleshoot computer problems as needed. *E*
- Maintain a variety of records on students and activities within the assigned computer lab; compile and process student data for reports to teachers and staff related to academic performance; order supplies and equipment according to established procedures. *E*
- Observe and control behavior of students according to approved procedures; report progress regarding student performance. *E*
- Participate in in-service activities as assigned.
- Provide in-service training to Alternative Program staff as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:
Macintosh and other microcomputers as appropriate for assigned computer lab.
Hardware and software configuration and troubleshooting, including basic computer network operations.
Operation, adjustment and minor maintenance of microcomputers and peripheral equipment.
Basic instructional and reinforcement methods and techniques.
Lab procedures and appropriate student conduct.

Basic subjects taught in district schools, including arithmetic, grammar, language, social studies, science and reading.
Requirements of maintaining a computer lab in a safe, clean and orderly condition.
Safe practices in computer lab activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Basic instructional techniques.

ABILITY TO:
Provide instructional assistance to individuals or groups of students in an assigned computer lab.
Coordinate and schedule the use of the instructional computer lab.
Operate, demonstrate, maintain and adjust a variety of microcomputers and related equipment.
Respond to questions and assist students and staff as needed with software programs and equipment.
Reinforce instruction to individuals or small groups of students as directed by the certificated teacher.
Communicate subject matter in a clear and accurate manner.
Select programs and related materials appropriate for subject and grade level according to established guidelines.
Exercise patience, tact and sensitivity with students.
Understand and follow oral and written directions.
Learn the procedures and functions of assigned computer lab duties.
Communicate effectively with students and adults.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain effective working relationships with others.
Work independently with little direction.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by college-level course work in English, math or related field and two years experience in an educational environment as an instructional assistant and some experience working with a microcomputer network.

WORKING CONDITIONS:
ENVIRONMENT:
    Computer lab environment.
    Constant interruptions.

PHYSICAL ABILITIES:
    Hearing and speaking to exchange information.
    Seeing to view a computer monitor.
    Dexterity of hands and fingers to operate a computer keyboard.
    Bending at the waist, kneeling or crouching to assist students.
    Lifting moderately heavy objects.

7/1/04
SMJUHSD
Range 18

computer lab tech