TITLE	**Educational Assistant - Computer Lab**

QUALIFICATIONS
1. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment), **and demonstrable proficiency in reading and writing skills.**

   Preferred - Associate Degree, or a minimum of 48 semester hours of college credit.

2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;

3. Knowledge of some computers and software; and

4. Meets health and physical requirements.

JOB GOAL **To adequately maintain the computer lab in such a manner that students can achieve maximum benefit from the available software and associated services.**

ESSENTIAL FUNCTIONS

1. Maintain a master schedule of availability/use of the computer lab. Teachers must request, in advance, the date/time to use the lab and submit a copy of the lesson plan which must include the instructional objective. The lab is to be used for instructional purposes only -- not games, random searching of the web, etc.;

2. Maintain the provided hardware and software in such a manner that the provided equipment is operational.

3. Oversee the appropriate use of the computers; this includes the initial turning on the computers and printers, making sure that the equipment is operational prior to the use by a class;

4. Perform regular, routine maintenance for provided lab equipment, as personal specialized, computer skills allow. Request assistance from the system's technicians as needed;

5. Coordinate with the system's technology coordinator as well as technicians;

6. Assist students, staff, and teachers using the lab. The classroom teacher is responsible for teaching and monitoring students while in the computer lab. The assistant is NOT responsible for students, classroom management -- but the effective, correct use of the provided equipment to enable all students to master the specific instructional objective;

7. Maintain all software/required licenses, and supportive related materials in an organized, secure fashion in the lab;

8. Ensure that the computer lab is locked and secure when not in use;

9. Ensure that each student that uses the lab has the required *Internet Acceptable Use Policy Form* on file; and

10. Seek opportunities to improve specific skills needed; and

11. Perform other related duties as assigned by the principal.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:
1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adaptability to accepting responsibility for computer lab and the contents thereof.

3. Adaptability to dealing with people.

4. Good organizational skills.

5. Good interpersonal skills.

6. Proficient in written and verbal communications.

7. Proficient in computer skills.

8. Respect of confidentiality of information.

9. Ability to use time wisely.

10. Ability to represent the organization in a positive manner.

11. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. _Intelligence:_ The ability to understand instructions and underlying principles. Ability to reason and make judgments.

2. _Verbal_: Ability to understand meanings of words and the ideas associated with them.

3. _Numerical_: Ability to perform arithmetic operations quickly and accurately.

4. *Form Perception:* To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.

5. *Motor Coordination:* Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.

6. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.

7. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

8. *Data Perception:* Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal working environment as could be expected in a computer lab in a school.

NON-EXEMPT from the requirements of the ***Fair Labor Standards Act*** in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.