

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### **CLASSIFIED PERSONNEL** **COMPUTER LAB ASSISTANT**

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JD 4200.1

#### **Definition**

Under general direction, coordinates the activities of a Computer Assisted Instruction lab on an elementary school campus involving computer technology that supports instructional program; and to do related work as required.

#### **Responsible to**

Principal

#### **Examples of Duties**

1. Develops schedules for computer lab time with department chairs, teachers and administrators.
2. Operates computers in loading and controlling program/curriculum output at terminals for classes and individual students.
3. Answers students' questions about the computer assisted instruction programs and terminal operation.
4. Assists teachers using the computer lab.
5. Performs moderate troubleshooting tasks.
6. Records and reports hardware and software problems to supervisor.
7. Cleans computer monitors, keyboards, and other peripheral equipment.
8. Provides in service training for all computer lab users.
9. Prepares and generates special reports as requested by teachers and administrators.

#### **Qualifications Guide**

##### **Knowledge of:**

1. Computer operations - capable of interpreting various computer programs, documentation and relaying information.
2. Operation of computer peripheral equipment.
3. Familiarity with school curriculum.
4. Computer peripheral and Central Processing Unit troubleshooting.
5. Efficient data processing techniques.
6. English usage, punctuation, spelling and grammar.
7. General concepts of child development and child behavior characteristics.
8. Public education goals and objectives.
9. Basic First Aid principles.

##### **Ability to:**

1. Effectively comprehend, operate, and explain applications and use of terminals and curriculum to students, teachers, administrators and visitors to the computer lab.
2. Establish rapport with students, staff, and administrators.
3. Prepare specialized reports and class schedules.

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4. Type proficiently.
5. Understand and carry out oral and written instruction independently.
6. Maintain cooperative-working relationships with those contacted in the course of work.
7. Perform routine clerical work and light typing.
8. Maintain confidentiality.
9. Performs other duties as may be assigned.

#### **Training, Education and Experience:**

1. High School degree or recognized equivalent, and
2. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification
3. Experience working with people of various cultures
4. One year of experience in typing and two years operational computer experience required; supplemented by or including courses in typing and office practices; equivalent to the completion of the twelfth grade, or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Previous experience with MacIntosh and Apple computers or any combination of education and related work experience equivalent to the twelfth grade. One year of paid or volunteer experience working with children in an educational or childcare setting is highly desirable. Related work experience may be substituted for education on a year for year basis.

Job Description Adopted: June 15, 1992

Job Description Adopted: May 2, 2005