

St. Helens School District
Job Description
COMPUTER LAB TECHNICIAN

Reports To: Principal
FLSA Status: Non-Exempt

JOB SUMMARY

This position assists students, teachers and school principals in developing and implementing programs to utilize computers in the instructional process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policies and procedures.
2. Serves as testing coordinator for the school including training others on process and procedure.
3. Supervise students taking tests and ensure compliance with all rules and standards.
4. Set-up testing stations.
5. Get students out of class to take tests.
6. Input, file and accurately track testing data including paper and electronic records.
7. Draft testing schedules for teachers and coordinate any changes. Ensure state standards are met for percentage of students tested.
8. Schedule, proctor and track all state writing exams.
9. Serve as District Test Coordinator including ordering state tests, ensuring students have identification numbers to test and that all student data is accurately recorded for the tests.
10. Plans and instructs students in proper usage of computer hardware and instructional software.
11. Assists teachers in planning and implementing lessons using the computer as a classroom tool.
12. Maintains student discipline in computer areas.
13. Provide one-on-one instruction to students using the computers.
14. Uses computer knowledge and skill to assist staff with the generation and creation of banners, signs, recognition, and publications.
15. Set-up and take down of the computers in lab with assistance of technical crew after school.
16. Create electronic templates for staff and students.
17. Organizes housing, management and filing of computer software and hardware.
18. Requests repairs and maintenance of computer hardware.
19. Maintains up-to-date knowledge of available computer software and computer usage in schools; upgrades computer skills as needed.
20. Assists students in using computers for tasks assigned by classroom teachers.
21. Reports safety, sanitary and fire hazards immediately to supervisor.
22. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
23. Attend work regularly.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District committees and councils.
2. Perform general office duties including answering phones taking messages as appropriate, typing, copying, filing and sorting.
3. Attends relevant staff meetings and in-services.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Must meet current No Child Left Behind (NCLB) requirements.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** Specialized knowledge of computers including the ability to use, On-line testing systems, Power Point/Presentation software, Publisher, basic computer troubleshooting, e-mail, internet software, spreadsheets and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students and teachers. Ability to exercise good judgment and work in an environment with frequent interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to walk, sit and stand. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The standard environment is a computer lab which may be in a classroom or portable room. The noise level in the work environment is usually low to moderate (computer fans) but occasionally high depending upon the student population and activities.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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Prepared By: OSBA

Prepared Date: April 2009

I have read and understand this job description.

Signature:

Date:
