

Plan and schedule the use of the computer lab; prepare and maintain records and files related to student progress, inventory use, and equipment maintenance; monitor, observe, and report progress regarding student performance and behavior. **E**

Prepare, set up, and use computer-assisted instructional materials in accordance with program guidelines; confer with teachers concerning student needs and progress; under the direction of the classroom teacher, provide instruction and assistance to limited or non-English speaking students and other students using computer equipment; translate in writing or orally as required. **E**

Operate, install, and troubleshoot software; act as a liaison between the district, parents, teachers, and school site. **E**

Assist school management in developing and implementing school technology plans. **E**

Operate and adjust a variety of computers, peripheral equipment, and liquid crystal display (LCD) projectors; turn computers on and off, and store required data; report and arrange for repairs according to established guidelines; copy, install, and reformat disks as needed. **E**

Administer, score, and record student test results; generate documents, lists, and reports as required. **E**

Maintain the computer lab in a clean and orderly condition; store and maintain inventory of available programs, training aids, and related materials; order needed supplies and materials. **E**

Assure proper care and security of the computer lab; assure that computers, computer programs, tapes, and other materials are available for student use. **E**

May assist the classroom teacher in providing or reinforcing instruction to individual or small groups of students in a classroom or other learning environment. **E**

Confer with teachers concerning programs and materials to meet individual student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Plan (IEP). **E**

Assure the health and safety of students by following health and safety practices and regulations. **E**

Participate in meetings, conferences, and in-service training programs as assigned; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school,

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Correct oral and written usage of English and a designated second or third language.
Operation and adjustment of microcomputers, peripheral equipment, and LCD projectors.
Requirements of maintaining a computer lab in a safe, clean, and orderly condition.
Reading, writing, listening, and speaking communication skills.
Basic subjects taught in district schools.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Record-keeping techniques.
Safe practices in work-related activities.
Local area networks.

ABILITY TO:

Read, write, speak, interpret, and translate English and a designated second or third language.
Provide instruction and assistance to students in a computer lab.
Plan and schedule use of computer lab.
Diagnose and repair minor computer problems.
Learn the procedures, functions, and limitations of assigned duties.
Establish and maintain effective working relationships with others.
Monitor, observe, and report student progress and behavior.
Demonstrate an understanding, patient, and receptive attitude toward 9C4.004(ea)-2C004(i)-3.995(v)10..004(q9Ta04(and)8.