

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paraprofessional Computer Lab II (High School)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-27/CSEA 125 Salary Schedule

(Former Classification: Instructional Assistant - Computer Lab II)

BASIC FUNCTION:

Under general supervision of an assigned supervisor or designee, coordinate and oversee the operation of an assigned computer lab at a high school to meet the needs of the students and staff; operate, adjust, maintain and demonstrate the use of assigned computers and related equipment to assist students to excel in reading, writing and math; establish and maintain files and records related to student tests and progress.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Coordinate and schedule the use of the computer lab to provide students access to a variety of professional learning options; prepare and maintain records and files related to student progress, inventory use and equipment maintenance in support of students learning at grade level and beyond. *E*

Operate and troubleshoot software in a reasonable, timely manner to meet the needs of the students and staff. *E*

Provide instruction and assistance to students and teachers using computer equipment. *E*

Prepare, set up and use computer-assisted instructional materials in accordance with program guidelines; confer with teachers concerning student needs and progress in support of students achieving their personal best to stay in school on target to graduate. *E*

Assist school management in developing and implementing school technology plans to expand practices proven to raise student achievement. *E*

Operate and adjust a variety of computers and peripheral equipment to ensure proper operations for the students and staff; turn computers on and off and store required data; report and arrange for repairs in a reasonable, timely manner to meet the needs of the site according to established guidelines; copy and reformat disks and portable memory sticks as needed. *E*

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

Assist in maintaining the computer lab in a clean and orderly condition; store and maintain inventory of computers, available programs, training aids and related materials; order needed supplies and materials to meet the needs of the students and staff. *E*

Ensure proper care and security of the computer lab; check and ensure computers, computer programs, and other materials are available for student use in support of providing students access to a variety of professional learning options and activities to achieve their personal best. *E*

Assist in monitoring, observing and reporting progress regarding student performance and behavior as needed. *E*

Ensure 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. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, 48 college units or No Child Left Behind (NCLB) compliant and two years experience in microcomputer operation working with school-age students.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation and adjustment of computers and peripheral equipment.
- Maintaining a computer lab in a safe, clean and orderly condition.
- Basic skills in arithmetic, grammar, spelling, language and reading.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Accurate record-keeping techniques.
- Safe practices in work related activities.

ABILITY TO:

- 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 cooperative and effective working relationships with a diverse range of people.
- Monitor, observe and report student progress and behavior.
- Operate a variety of computers and peripheral equipment.
- Work independently with little direction.
- Communicate, understand and follow both oral and written directions effectively.
- Provide instructional assistance to students in assigned subject areas.
- Learn the District's Code of Ethics and the Association for the Education of Young Children's Code of Ethical Conduct
- Learn new or updated computer systems/programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Computer lab environment; extended viewing of computer monitor.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and peripheral equipment; sitting or standing for extended periods of time; kneeling, crouching or bending at the waist to assist students; hearing and speaking to exchange information; seeing to monitor student activities.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions