

Sweetwater Union High School District

COMPUTER LAB FACILITATOR

Purpose Statement

The job of Computer Lab Facilitator is done for the purpose/s of operating, troubleshooting and maintaining the computer lab hardware, software, and peripheral equipment; training and supporting teachers and students by responding to software questions; observe and control student behavior when in the computer lab in accordance with approved policies and procedures.

Essential Functions

- Installs computer software applications for the purpose of providing student access to computerized instructional materials.
- Maintains computer hardware and software applications for the purpose of ensuring availability of instructional materials.
- Monitors individual and/or groups of students in the computer lab for the purpose of identifying required assistance and ensuring a safe and positive learning environment.
- Instructs students and teachers on the use of educational software for the purpose of complementing classroom instruction with computer technology.
- Maintains lab equipment, supplies, work aids, etc. for the purpose of ensuring availability of items as may be required.
- Responds to inquiries from a variety of sources for the purpose of resolving issues, providing information and/or directing to other sources.
- Supports classroom teachers, other school personnel and/or the technology department for the purpose of assisting them in the implementation of curriculum and teaching methodologies.
- Maintains a variety of manual and electronic records and files (e.g. inventories, maintenance logs, etc.) for the purpose of documenting activities, providing an up to date reference and audit trail.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Prepares reports, documents and other written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in team meetings, program workshops, seminars, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.
- Recommends computer hardware and software acquisitions for the purpose of ensuring availability of instructional materials.
- Researches software applications for the purpose of providing recommendations regarding potential applications appropriate for student level.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the computer lab; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: troubleshooting of computer hardware and software; and computer operating systems.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with persons of varied technical backgrounds; displaying mechanical aptitude; working with frequent interruptions; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed under some hazardous conditions.

Education/Experience

Any combination equivalent to High School diploma or equivalent, and one year of job related experience.

Required Testing

Pre-Employment Proficiency Test or 48 college credits
Pre-Employment Position Test

Certificates & Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

Paraprofessional Job Description

Adopted by BOT 2/19/13

Salary Range: 46