

**CLASS TITLE:      Computer Lab Specialist**

Range 7

**Basic Function:** Organize and operate a computer lab.

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Develop and maintain appropriate standards-based materials to supplement regular classroom instruction

Communicate with teachers to align computer-assisted instruction with classroom activities

Troubleshoot software and hardware problems to assure the smooth running of the lab

Keep track of student progress to assure continuous progress

Maintain an orderly environment

Monitor student use of computer to assure appropriate use

Plan activities to support preparation for state and federal student testing

Provide feedback to teachers regarding academic growth and citizenship of students

Assist students using the computers for research

Schedule classes for lab usage

Implement the state-approved technology plan

Make recommendations for acquisition of hardware and software

Other related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Computers and peripheral devices

Technology-based instructional techniques

Appropriate use of technology for students

Trends and innovative practices in the field of technology

Anti-virus, anti-spyware protections

Software licensing

**ABILITY TO:**

Maintain standards of student behavior

Establish and maintain rapport with students, staff and parents

Identify, purchase and install appropriate software

Read, write and speak at a post high school level

Use computers and other technological devices with skill and confidence

Use common business software such as Word, Excel, Outlook and Power Point

Use the Internet for research and online record keeping

Order and maintain supplies

**EDUCATION AND EXPERIENCE:**

AA degree of 48 unit equivalent, BA preferred

Extensive experience using computers and instructing students in groups

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The noise level in the work environment is moderate. Interruptions due to student actions and walk-in traffic are frequent. The position requires patience and understanding of students.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Adopted: 6/20/05