

Jurisdictional Class: Competitive
Adopted: November 8, 1990
Revised: May 3, 2010

COMPUTER LAB ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting teachers and students with programs written for computer assisted instruction including summer and adult education programs. This position does not involve responsibility for programming or system analysis; however, employees in this class assist in maintaining existing computer system and applications software. Incumbent functions in a non-instructional capacity to schedule labs, observe student performance, and adjust programs to fulfill their needs. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sets up labs and enrolls students;
Designs and modifies individual programs for students based upon performance;
Assists faculty and students with the operation of electronic microcomputers and related peripheral equipment;
Assists faculty and students with the use of various application programs;
Maintains order and monitors the use of computer equipment in the computer lab;
Maintains lab records such as attendance logs, usage logs, and equipment inventories;
Schedules computer lab use for individuals, groups, and classes;
Maintains all computer lab equipment in operable condition performing minor adjustments and scheduling maintenance as needed;
Confers with various school officials regarding the lab's use and needs;
May supervise small groups of children in the computer lab during non-classroom periods.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the use and operation of an electronic microcomputer and related peripheral equipment;
Working knowledge of basic computer language;
Working knowledge of office terminology and procedures;
Ability to operate a microcomputer and printer;
Ability to maintain inventory and maintenance records;
Ability to understand and follow oral and written instructions;
Ability to establish good working relationships with children and others;
Ability to evaluate student progress and modify programs to meet their needs;
Ability to plan and schedule activities;
Accuracy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Completion of a course in the operation of a mini or microcomputer and one (1) year of experience working with children or young adults in a classroom or similar setting; or
- (b) Two (2) years of experience operating a mini or microcomputer which included responsibility for training or instructing others in the use of the equipment; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.