ESP

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

PROCTOR -- COMPUTER LAB

JOB DESCRIPTION

JOB CODE:	510780, 510785, 510787	**BARGAINING UNIT ELIGIBILITY:**	Yes
FLSA:	Non-Exempt	**PAY GRADE:**	24
		SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

(1) High School Diploma or GED.
(2) Minimum of two (2) years successful experience working with computers.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of various computers and software applications. Ability to operate and maintain all computer lab hardware, software and equipment. Ability to implement and manage a computer assisted instruction program. Ability to troubleshoot hardware and software problems and take corrective action. Ability to maintain records and inventories. Ability to establish and maintain effective working relationships with students, parents, staff, and administrators. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To perform all operational and technical duties required for the organized and efficient day-to-day operation of the computer lab.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

*(1) Implement and manage a computer-assisted instructional lab that will provide computer-based instruction to students and progress reports to classroom teachers.
*(2) Enroll students in the computer management system with the appropriate courses and levels as designated by the Lab Teacher or CRT.
*(3) Assist in scheduling students into the lab.
*(4) Perform minor adjustments on equipment to maintain peak operations.
*(5) Monitor the functions of the equipment; request and document service calls.
*(6) Perform an orderly transition of students entering and exiting the lab.
*(7) Assist students needing help when appropriate.
*(8) Generate, file and distribute student performance reports.
*(9) Maintain an and secure all laboratory hardware, software, and text materials.
*(10) Serve on school/district committees as required or appropriate.
*(11) Adhere to applicable safety standards.
*(12) Assist in maintaining a clean and orderly environment.

PROCTOR -- COMPUTER LAB (Continued)

*(13) Attend all staff meetings and workshops.
*(14) Be knowledgeable of and adhere to Board policies and departmental procedures.
*(15) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
*(17) Demonstrate initiative in the performance of assigned responsibilities.
*(18) Demonstrate support for the school district and its goals and priorities.
*(19) Exhibit interpersonal skills as an effective team member.
*(20) Follow attendance, punctuality and proper dress rules.
*(21) Maintain confidentiality regarding school/workplace matters.
*(22) Maintain expertise in assigned area.
*(23) Manage time efficiently.
*(24) Model and maintain high ethical standards.
*(25) Participate in cross-training activities as required.
*(26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(27) Prepare all required reports and maintain update and accurate records.
*(28) Represent the District in a positive and professional manner.
*(29) Respond to inquiries and concerns in a timely manner.
(30) Perform other duties as assigned.
*(31) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force and needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 04

Adopted 8/2/11