COMPUTER ASSISTANT
JOB DESCRIPTION

DIVISION: Leadership and Planning	**GRADE:** White Collar – Level III
DEPARTMENT: Local School	**WORK DAYS:** 190
REPORTS TO: Principal or designee	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To assist with student instruction in the use of current educational technology and maintain instructional computer equipment and software at the school site.

MINIMUM REQUIREMENTS

- High school diploma or equivalent and Meet **one** of the following requirements:
  - Completed at least two years of study at an institution of higher education
  - Obtained an associate's or higher degree
  - Met a rigorous standard of quality and demonstrated through a formal state/district approved academic assessment knowledge of and the ability to assist in instruction in reading, writing, and mathematics or knowledge of and the ability to assist in instruction in reading readiness, writing readiness, and mathematics readiness as appropriate

CERTIFICATION: N/A

WORK EXPERIENCE:

PREFERRED QUALIFICATIONS

- Basic knowledge of Windows–based computers, local and wide-area networks, and other current technology used in an educational setting
- Ability to apply basic computer knowledge to an educational setting
- Ability to communicate orally and in writing
- Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn

SUPERVISES

N/A

ESSENTIAL DUTIES

- Assist Media Specialist to plan and deliver sound Educational Technology
- Assist in lesson preparation for use in computer lab
- Supervise and instruct groups of students in computer lab
- Maintain the computer lab to be in optimum working order
- Support staff in technology issues throughout school
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and/or classroom environment
Physical Demands: Routine physical activity associated with normal office and school environment.
Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.