

Job Title: Computer Lab / Content Mastery Aide / Robotics Instructor

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Posted: April 30, 2018

Dept./School: Intermediate

Primary Purpose:

Work under general supervision to assist students and teachers in use of computers and educational software in campus computer lab. Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing of classroom activities.

Qualifications:

Education/Certification:

High school diploma or GED

Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)

Texas instructional aide certificate

Special Knowledge/Skills:

Knowledge of basic computer operations and skills

Ability to operate personal computer and educational software

Ability to assist in instructing reading, writing, and mathematics

Ability to work with students and teachers effectively

Effective organizational, communication, and interpersonal skills

Experience:

Experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Assist teachers and students in use of computers, printers, and instructional software.
2. Work cooperatively with teachers to identify student placement in instructional software.
3. Input data and maintain files on student progress and use of instructional programs.
4. Maintain computer lab in a neat and orderly manner including bulletin boards and displays.
5. Provide instruction to students under the direction of teacher; work with individual students or small groups.
6. Assist teacher in preparing instructional materials and classroom displays.

7. Assist with administration and scoring of objective testing instruments or work assignments.
8. Help maintain neat and orderly classroom.
9. Help with inventory, care, and maintenance of equipment.
10. Help teacher keep administrative records and prepare required reports.
11. Provide orientation and assistance to substitute teachers.

Student Management

12. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
13. Make teacher aware of special needs or problems of individual students.
14. Manage student behavior in the computer lab.
15. Help supervise students during arrival and dismissal from school.

Technical Support

16. Perform computer backups on a regular basis.
17. Install a variety of computer programs following complex written instructions.
18. Identify problems, troubleshoot and resolve routine problems, and arrange for maintenance and repair of computer equipment when needed.

Other

19. Participate in staff development training programs to improve job performance.
20. Participate in faculty meeting and special events as assigned.
21. Assist with office and workroom clerical duties as needed.
22. Maintain confidentiality.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; may occasionally work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.