

Job Title: **Teacher Assistant – Computer Lab**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide instruction and assistance to students engaged in computer learning and instructional activities.

ESSENTIAL JOB FUNCTIONS

- Provides instruction and assistance to students in the use and application of computer aided learning and instructional software.
- Provides assistance to students in accessing and utilization of computer resources, e.g., learning modules, Internet research.
- Facilitates computer testing activities; Maintains records and distributes to teachers and parents accordingly.
- Performs basic troubleshooting of computers, software, and associated peripheral equipment; Contacts vendors as required and arranges for repairs and maintenance.
- Develops, maintains, and updates schedules for a multistate lab to ensure efficient and effective use of the District's computer learning resources.
- Assists students as they arrive on buses taking them to and from learning areas and supervising learning and/or recreational activities.
- Reinforces rules of the school and learning environment; Acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the students' understanding.
- Escorts, supervises, and/or provides assistance to students during breakfast, lunch, restroom visits, and other activities.
- Assists in the preparation of lesson plans and teacher's preplanning sessions.
- Prepares or assists in the preparation of instructional and vocational materials.
- Assists the teacher in performing duties such as running errands, designing, and setting up bulletin boards, classroom decorations, displays of student activities, etc., within the learning environment.
- Performs a variety of clerical tasks such as typing, copying, stapling, filing, locating and assembling materials, laminating, etc.
- Coordinates with media center staff for learning activities and sets up equipment in the learning environment.

- Maintains accurate and complete records of student activities and behavior which may require the use of a computer terminal to enter student information and data; Completes applicable forms, schedules, and instructional reports, as directed.
- Cleans and maintains computers, equipment, and workstations.
- Maintains textbook inventory; receives and distributes books to appropriate classrooms.
- May assist and instruct students in various labs.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree.
- One (1) year of experience on the use of computers, peripheral equipment, and the direction of children in individual or group settings.
- Must meet state and local requirements for employment.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of computer principles, techniques, procedures, software applications, and technical vocabulary related to school functions.
- Requires the ability to display knowledge of operating characteristics of automated information systems, associated computer hardware, and system applications utilized by the integrated learning laboratory.
- Requires the ability to analyze, document, and explain program failures to technical support staff to ensure that system problems may be rectified in a timely manner.
- Requires the ability to display knowledge of the use of standard office machines, computers, and classroom equipment and materials.
- Requires the ability to display knowledge of the use of specified computer applications related to the work.
- Requires the ability to display knowledge of basic teaching methods and techniques.
- Requires the ability to display knowledge of classroom methods and procedures.
- Requires the ability to display knowledge of techniques for dealing with children in individual and group settings.
- Requires the ability to display knowledge of recordkeeping practices and principles.
- Requires the ability to display knowledge of techniques for securing cooperation of students and arousing interest in learning activities.
- Requires the ability to explain system failures to technical support staff and coordinating efforts to restore the system.
- Requires the ability to explain data input procedures and generated reports.
- Requires the ability to establish and maintain effective working relationships with those contacted through the work.
- Requires the ability to display knowledge of general office practices and clerical skills.
- Requires the ability to use routine word processing software and familiarity with computer operations.
- Requires the ability to motivate student's interest in learning activities.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is required to work in a computer learning lab setting, use a computer, standard office equipment, and classroom materials, stand and walk, use hands to finger, handle, or feel, lift with hands and arms, stoop, kneel, or crouch, change positions often from standing to sitting on floor or ground, lift and/or move up to 50 pounds, read printed materials and a computer screen, and communicate in person or over the telephone. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, grasping, hearing, mental acuity, reaching, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: