



Job Description

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Computer Lab Aide

DEFINITION

Under the direct supervision of the site Principal or designee, the Computer Lab Aide performs a variety of duties related to maintaining the ongoing operation of the computer lab and the supervision and instructional support of students in a computer lab.

ESSENTIAL DUTIES

1. Assist in monitoring student activities for the purpose of maintain a safe environment conducive to learning. *E*
2. Assist computer lab teachers in the evaluation of student progress and with the grading of student work. *E*
3. Assist with student and parent orientations. *E*
4. Assist in the organization, administration, and supervision of student testing and assessment. *E*
5. Develop and maintain a regular equipment cleaning and maintenance schedule for computer lab equipment. *E*
6. Learn, diagnose, and support a wide range of software to aid in the instruction of students. *E*
7. Complete and submit technology support tickets to technology department as necessary. *E*
8. Participate in staff development workshops, trainings, and conferences as directed in order to periodically upgrade skills in order to meet changing job conditions. *E*
9. Perform receptionist and clerical duties as assigned.
10. Perform other duties as assigned.

QUALIFICATIONS

1. High School Diploma and successfully pass the District Proficiency Test
2. One year of experience in the duties identified above in a school district, the military, or an industrial establishment preferred.
3. Bilingual preferred
4. Negative TB test
5. Valid CA driver's license
6. DOJ/FBI Clearance

KNOWLEDGE, SKILLS, & ABILITIES

1. Operate equipment used in computer lab, classroom and offices.
2. Operate standard office equipment including pertinent software applications.
3. Basic computer troubleshooting.
4. Math including algebra and geometry.
5. Communicate effectively in written and oral form with persons of varied cultural and educational backgrounds.
6. Prepare and maintain accurate records
7. Work effectively without immediate supervision.
8. Maintain effective and professional relationships with managers, staff, and students.
9. Lift objects weighing up to 50 pounds.
10. Learn software programs and aid in its implementation in the classroom.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires occasional lifting, carrying, pushing, and/or pulling up to 50 pounds; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking and 35% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

SALARY:

Range: 5

10 Months – 185 Days