



PITTSBURG UNIFIED SCHOOL DISTRICT

COMPUTER LAB AIDE

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to perform a variety of instructional and general clerical duties pertaining to the operation and maintenance of a Computer Lab for a group of students coming from a variety of classrooms within a given school. Performs all other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are distinguished from regular Classroom Aide positions by the majority of time being devoted to providing a centralized instructional/clerical service to a group of teachers and students, rather than working in a single classroom. Assignments typical of positions in this classification would include working in a School Computer Lab or special project.

Aides in this category are typically supervised by the Principal, Vice Principal, head Teacher, Resource Specialist or other certificated employee rather than a classroom teacher. Aides assigned to this classification may be assigned to participate in workshops and conferences and to assist in demonstrating program materials and/or methods to others.

EXAMPLES OF DUTIES:

While no single position would normally perform all of these duties, the duties described are illustrative of the types of activities which would be properly classified at this level:

- Assisting in operating a lab providing support service to a variety of teachers with computer assisted instruction, administers and scores teacher made and standardized tests
- Tutors students in specific skills coordinated with teacher lesson plans
- Assists teachers with development and presentation of learning materials and instructional exercises
- Records student work completed and assists in the maintenance of student behavior through the use of positive reinforcement strategies
- Performs basic clerical tasks such as reproducing instructional materials.
- Orders, receives, processes and circulates a wide variety of books, instructional materials and audio-visual equipment in a school Computer lab
- Sets up and maintains a perpetual inventory of materials for instruction
- Duplicates, collates, laminates, and issues instructional materials, including workbooks, games and tests
- Types a variety of materials
- Inventories equipment on a periodic basis
- Sets up and maintains files necessary for a Computer Lab
- Performs all other related duties as assigned.

COMPUTER LAB AIDE

Page 2

MINIMUM REQUIREMENTS:

Knowledge Of:

- Knowledge of general concepts of child growth and development and child behavior characteristics
- Techniques used in controlling and motivation students
- Routine record keeping, as well as the basics of computer assisted instruction
- Basic knowledge of standard audio-visual and computer equipment and their use
- Basic inventory control methods.

Ability To:

- Assume responsibility for supervising students
- Perform routine clerical tasks
- Learn and utilize basic methods and procedures to be followed in instructional settings
- Demonstrate the ability to work effectively with children
- Communicate satisfactorily in oral and written form; understand and carry out oral and written instructions
- Maintains cooperative working relationships with students, staff, parents and the general public
- Ability to type at a net corrected speed of 35 words per minute.