

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Computer Lab Aide

Wage/hour status: Nonexempt

Reports to: Principal

Clerical/Technical Pay Grade: 2 (187 Days)

Dept./School: Assigned Campus

Date Revised: 08/28/2020

Primary Purpose:

Work under general supervision to assist students and teachers in use of computers and educational software in campus computer lab.

Qualifications:

Education/Certification:

High School diploma or GED

Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning*

Valid Texas educational aide certificate

Special Knowledge/Skills:

Knowledge of basic computer operations and skills

Ability to operate personal computer and educational software

Ability to work with students and teachers effectively

Effective organizational, communication, and interpersonal skills

Experience:

One year 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.

Technical Support

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

Student Management

8. Manage student behavior in the computer lab.
9. Help supervise students during arrival and dismissal from school.

Other

10. Assist with office and workroom clerical duties as needed.
11. Maintain confidentiality.
12. Participate in staff development, faculty meetings, and special events as needed.
13. Follow district safety protocols and emergency procedures.
14. Has regular in person attendance and complies with notification procedures for absences.
15. Perform other duties as assigned.

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.