



Longview Independent School District

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT – COMPUTER LAB

JOB TITLE:	Instructional Assistant - Computer Lab	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Clerical/Para 2

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:

Associate's degree (or 48 college credit hours), 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)

Valid Texas Educational Aide Certificate

Special Knowledge/Skills:

- Ability to facilitate and troubleshoot the use of campus technology tools and resources
- Knowledge of basic computer operations and skills
- Ability to work with students and teachers effectively
- Ability to communicate effectively

Experience:

One year experience working with children

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Support

1. Assist teachers and students in use of campus technology tools and resources
2. Work cooperatively with teachers to facilitate appropriate computer delivered instruction and instruction that incorporates in the integration of technology tools and resources



JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT – COMPUTER LAB

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Technical Support

3. Troubleshoot all campus technology tools, including but not limited to computers, printers, scanners, digital cameras, as well as software; report technical problems as directed by district Technology Department
4. Regularly clean all lab technology equipment; maintain an organized lab environment

Instructional Support

5. Maintain regular communication with district instructional technology staff
6. Provide assistance and support for the use of technology tools and resources to all campus staff and students

Student Management

7. Manage student behavior in the computer lab

Other

8. Participate in staff development, faculty meetings, and special events as needed
9. Comply with district policies, as well as state and federal laws and regulations
10. Adhere to the district's safety policies and procedures
11. Maintain confidentiality in the conduct of district business
12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
13. Demonstrate regular and prompt attendance
14. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



Longview Independent School District

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT – COMPUTER LAB

EQUIPMENT USED:

Any campus technology tool or resource including but not limited to computer, printer, scanner, document camera, and digital camera

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2017