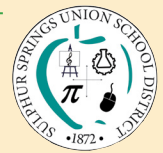


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

COMPUTER LABORATORY SPECIALIST

DEFINITION

Under general supervision, to operate a computer learning laboratory; to present computer hardware and software information and instructions to students; to assign practice activities and projects to students and monitor student progress in completing work; to act as a resource in computer-assisted instruction; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are distinguished from the Instructional Assistant class by the specialized knowledge and skill in computer operation and instruction and by the responsibility to operate a computer instruction learning center. Incumbents have responsibility to troubleshoot equipment malfunctions and resolve routine, nontechnical operational problems, and to select software and hardware for administrative purchasing approval.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Operate a computer lab following established instructional plans and using approved curriculum, methods, and materials. Prepare learning activities for students. Train students and teachers to operate computer hardware and software. Supervise students and maintain discipline.

Learn different types of software and operating systems.

Troubleshoot routine nontechnical mechanical and software problems and make minor repairs; prepare equipment repair requests. Clean computer equipment and perform routine maintenance. Operate copy machine, and printers.

File student work and instructional materials, catalogs, manuals, and software.

Read notes from teachers; report student progress to teachers.

Recommend equipment and software purchases; order supplies. Maintain and update computer inventory, hardware materials and software.

Participate in District mandated training and retraining programs.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Microcomputer operation and routine nontechnical troubleshooting.
Microcomputer software applications appropriate for classroom purposes and the installation of software.
Correct English usage, spelling, grammar, and punctuation.
Reading and writing in English.
Modern office equipment and procedures.
Techniques for motivating students.
Basic arithmetic.
Basic computer instructional techniques.
Appropriate safety precautions and procedures.

Ability to:

Communicate in English with students and motivate them to participate in learning activities.
Apply knowledge of instructional practices with judgment.
Recognize hazards to safety.
Operate microcomputers and auxiliary equipment and monitor students.
Coordinate learning materials, curriculum, and programs as they relate to the computer learning center.
Learn laws, rules, practices, and procedures related to public education.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience in the operation of computers and software; or entry-level experience performing the duties of an instructional assistant and completion of formal or informal education in computer operation and common software.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS

ASSOCIATED TASKS

Vision: (which may be corrected)

Read normal print

To perform tasks such as to:

Read curriculum and grade student work

Hearing: (which may be corrected)

Hear sounds which warn of potential danger

To perform tasks such as to:

Supervise students and respond to emergencies; hear breaking glass or falling furniture; hear students cry or scream

Hear speech in classroom setting

Respond to student questions

Speech:

Speak with a level of proficiency and volume to be understood in face-to-face public contact

Speak with a level of proficiency and volume to be understood in a classroom

Speak for prolonged periods

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers
twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects

Turn, raise, and lower head, twist and bend at torso

Lower Body Mobility:

Bend at waist

Strength:

To lift, and/or carry objects which weigh as much as 25 pounds on a regular basis

Environmental Requirements:

Constant work interruptions

Work independently

Work cooperatively with others

Work inside

Mental Requirement:

Read, write, understand, interpret, and apply information at 12th grade proficiency level

Math skills at a 12th grade proficiency level

Copying

Coordinating

Judgment and process information quickly

Learn quickly and follow verbal procedures and by standards

To perform tasks such as to:

Communicate with teachers and students

Reinforce instructions and talk to groups of students

Instruct and supervise students

To perform tasks such as to:

Operate computer keyboard and handle disks, provide physical assistance to students, and write with pencil and pen

Plug in computer connections; look behind computer; assist children at numerous computer work stations; and respond to emergencies

To perform tasks such as to:

Pick up materials; assist children at desks

To perform tasks such as to:

Lift instructional materials; lift stack of books

Lift computer and printer

To perform tasks such as to:

Instruct and supervise students; respond to student questions

Instruct groups of students in absence of teacher

Coordinate activities with teachers and staff

Perform all classroom duties

To perform tasks such as to:

Read and understand curriculum; reinforce instruction in all subject areas

Reinforce instruction; correct and grade papers

Document information and maintain student records

Set up projects

Make quick decisions and work safely and effectively with students

Reinforce teacher instruction; assist teacher following spontaneous instructions; follow instructions in emergency; follow child abuse reporting procedures; learn new software

Listen
Demonstrate
Give verbal instruction

Understand student questions
Computer and software operating methods
Instruct and supervise students