

## MENDOTA UNIFIED SCHOOL DISTRICT

**Position:** Computer Lab Aide  
**Department:** Various School Site  
**Reports To:** Site Principal

**FLSA:** Non-Exempt  
Classified

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*This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.*

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### GENERAL DESCRIPTION

Under general supervision of the site Administrator, perform a variety of duties involved in enhanced learning through technology by scheduling and maintaining a computer lab for all students and teachers.

### ESSENTIAL DUTIES

- Perform a variety of duties involved in the operation and maintenance of a computer laboratory at an assigned school site(s);
- Prepare computer lab for opening; prepare standard software images in consultation with other technical staff.
- Provide reinforcement of instruction to students in the use of computers, software and related peripheral equipment including printers and scanners; observe and assist students and staff; answer questions and perform demonstrations as necessary.
- Prepare equipment for student and staff use; install software and assure proper performance; coordinate daily use of computer laboratory; schedule the use of the computer lab.
- Assure proper care and security of the computer lab; control student usage of programs; observe and control student behavior according to approved policies and procedures.
- Maintain computer lab or assigned learning environment in a safe, clean and orderly condition; store and maintain inventory of lab equipment and materials; estimate and requisition supplies and materials in accordance with established procedures.
- Maintain property and program records for inventory purposes.
- Perform other incidental tasks consistent with the goals and objectives of this position
- Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding student performance and behavior as required
- Participate in staff development; attend required training sessions as assigned.
- Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Operation, adjustment and minor maintenance of computers, software applications and peripheral equipment.
- Standard computer network operations.
- Requirements of maintaining a computer lab in a safe, clean and orderly condition.
- Safe practices in computer lab activities.
- Computers and computer use in an instructional environment.
- Oral and written communication skills.
- Basic instructional and reinforcement methods and techniques.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Basic subjects taught in District schools, including math, grammar, spelling, language and reading.
- Basic instructional methods and techniques.

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Oral and written communication skills.
- Basic record-keeping techniques.

**ABILITY TO:**

- Provide instruction and assistance to students in a computer lab or other learning environment.
- Operate and demonstrate the use of a variety of computers, software applications and peripheral equipment.
- Troubleshoot and repair minor computer problems.
- Effectively communicate both orally and in writing with students, parents, community members, and teachers.
- Work as a resource to classroom teachers and students.
- Provide training and assistance to students and staff concerning the operation of computers and related peripheral equipment.
- Coordinate and schedule use of computer lab.
- Establish and maintain cooperative and effective working relationships with students, parents, staff and the public.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Observe and control student behavior according to approved policies and procedures.
- Work independently with little direction.

**MINIMUM QUALIFICATIONS:**

- Must meet the requirements of the Federal and State "No Child Left Behind" NCLB legislation. Qualifications are any combination equivalent to 48 semester units of college study or an AA Degree or upon passing a NCLB qualifying written examination.
- Experience working with children in an organized setting and some experience in computer operations.

**WORKING CONDITIONS**

**ENVIRONMENT:**

- Employee in this position will be required to work indoors in a computer lab environment and outdoors in a playground environment.
- Employee comes into direct contact with students, staff and public.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment.
- Hearing and speaking to exchange information.
- Seeing to view a computer monitor.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students and to install computers and peripheral equipment.
- Lifting, carrying, pushing or pulling moderately heavy objects.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.