COMPUTER LAB AIDE

DEPARTMENT: Tioga County School Districts
CLASSIFICATION: Competitive
SALARY GRADE: Varies by location
ADOPTED: 5/97; Revised 3/02, 01/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a moderately technical position which involves assisting and monitoring students using school computer lab facilities and assisting and instructing teachers in the allocation of software to meet educational needs. This class differs from that of teacher aide in that it does not include responsibility for relieving school teachers of their work. Work is performed under the direct supervision of a higher level technical employee responsible for supervision of the computer lab, or other school administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
- Monitors technical, procedural and student use of district computer labs in order to assure reliable performance and effectiveness;
- Prepares computer facilities for daily student use;
- Assists teachers and students in the use of personal computers, software and supplies in the computer lab;
- Installs software programs on lab and classroom personal computers;
- Maintains computer equipment on site and sends equipment off site for repairs;
- Maintains inventory levels of hardware, software and other lab supplies;
- Oversees students using the computer lab to maintain discipline and safety;
- Schedules computer lab for usage and repair;
- Prepares reports regarding the assessment of hardware, software and procedural uses of the computer laboratories;
- Directs work orders for unresolved problems to appropriate personnel;
- May perform routine maintenance on equipment;
- May perform various clerical duties, including typing correspondence and newsletters;
- May attend relevant computer courses, seminars and conferences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of personal computers and related equipment; ability to establish good relationships with students and others; ability to acquire a working knowledge of computer hardware and software; ability to maintain discipline; clerical aptitude; familiarity with classroom routine; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** six (6) months of full-time work experience or its part-time equivalent involving the use of a micro computer.