

Grass Valley School District

POSITION TITLE:	CHARTER LAB TECHNICIAN
PLACEMENT:	CLASSIFIED SALARY SCHEDULE RANGE C: 180 DAY EMPLOYEE
REPORTS TO:	PRINCIPAL AND TEACHER ASSIGNED

SUMMARY:

The School Site Technician coordinates and operates a computer lab using computerized programs to provide material and instruction, collects data and provides computer assistance and instruction to students and teachers; maintains and reports pupil progress data.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Proficiency in Mac OS and iOS operating systems.
- Instructs students and teachers in appropriate district technology equipment operation, monitors students' performance and progress.
- Collaborate with teachers and support classroom technical needs; including mobile devices - particularly iPads and other tablet devices.
- Presents instructional curriculum software.
- Designs a schedule of student lab use.
- Provides information, consultation, and follow-up assistance to students and teachers, provides timely reports to appropriate personnel on request.
- Keeps informed of software programs available for lab use, maintains computer library, and uses a combination of audio, graphic, and printed presentation materials.
- Tests and performs minimal adjustments of terminals, printers, cables, etc.
- Maintains neat attractive environment.
- May establish extended learning programs for other students and adults.
- Provide instructional assistance and reinforcement to individuals or groups of students using microcomputers and word processor equipment and software in a computer lab.
- Assist in planning and designing instructional strategies to meet curriculum objectives for the development of computer knowledge and skills.
- Assist students comprehend language, mathematics and other subject matter; monitor individuals and groups of students in computerized learning activities; explain and demonstrate theories and principles of the assigned subject area.
- Maintain the computer lab in a clean and orderly condition; assure the security of the computer lab; store, maintain, distribute and account for inventory of hardware, software and related materials; maintain related files.
- Troubleshoot hardware and software problems; assemble hardware, including chips, cards and cables as necessary.
- Load programs, start computers; schedule and prepare center, software and instructional materials for appropriate subject and grade level; troubleshoot computer problems as needed.
- Provide a variety of classroom and teacher support services related to computer literacy, knowledge and skill; serve as a resource to students, teachers, parents and community members by providing current information on computer equipment, software and their use in the school environment.
- Assist in the maintenance and repair of classroom and resource center computers and peripheral equipment.
- Maintain a variety of records on students and activities within the computer resource center, including hardware and software inventory and licenses; organize and maintain computer application manuals; assist in locating and selection of computer equipment and materials as assigned.
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
- Provide input and participate in creation and implementation of District technology plan.
- Attend professional development as needed or required.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent.
- Previous successful experience in an educational environment preferred.

KNOWLEDGE AND/OR SKILLS AND ABILITIES

KNOWLEDGE OF:

- Macintosh systems as appropriate for lab, classroom and mobile computers
- Basic hardware and software configuration and troubleshooting, including basic computer operations.
- Operation, adjustment and minor maintenance of microcomputers and peripheral equipment.
- Basic instructional and reinforcement methods and techniques.
- Child guidance principles and practices.
- Safe practices in computer lab activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping and school site inventory
- Basic instructional techniques.

ABILITY TO:

- Provide computer instructional assistance to individuals or groups of students in a classroom or computer lab setting
- Operate, demonstrate, maintain and adjust a variety of microcomputers and related equipment.
- Respond to questions and assist students, teachers and staff as needed with software programs, computers and other technological and equipment.
- Reinforce instruction to individuals or small groups of students as directed by the certificated teacher.
- Communicate subject matter in a clear and accurate manner.
- Select programs and related materials appropriate for subject and grade level according to established guidelines.
- Understand and follow oral and written directions.
- Communicate effectively with students and adults.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with others.
- Observe and control student behavior according to approved policies and procedures.

CERTIFICATE REQUIREMENTS

- Valid CA Driver's License
- TB Test (Current within last 4 years)

WORK ENVIRONMENT:

- Primarily a classroom or an office setting in a public school environment.

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PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. Physical capacity to lift, move, and position disabled students who may weigh 150 pounds or more.

Endurance

Minutes At One Time

Total Hours In An 8-Hour Day

Sit	0-30 min.	3-5
Stand	0-5 min.	0-2
Walk	0-5 min.	0-2
Drive	0-30 min.	3-5
Keyboarding	0-5 min.	0-2

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
LIFT						
1 - 10 lbs.						X
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
CARRY						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
PUSH						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				
PULL						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
Bend/Stoop				X		
Twist				X		
Crouch/Squat				X		
Kneel			X			
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
ENVIRONMENT						
Inside						X
Outside				X		
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
HAZARDS: Blood Borne Pathogens and/or bodily fluids						
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

Grass Valley School District

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date