

GRASS VALLEY SCHOOL DISTRICT

Job Title: Computer Lab Technician

Supervisor: Site Principal

Job Description:

To operate and manage a computer lab providing "hands-on" computer instruction for class-size groups of students and inservice for staff.

Qualifications:

1. Working knowledge of Apple computers and printers.
2. Working knowledge of Appleworks or Microsoft Works (Macintosh) word processing and database applications.
3. Classroom experience highly desirable.
4. Ability to work cooperatively with students, staff and parents.

Duties and Responsibilities:

1. Organize and coordinate on-going inventory and protection of hardware and software.
2. Review and recommend appropriate purchase of software.
3. Instruct class-size groups of students.
4. Inservice teachers requesting instruction in computer use.
5. Facilitate computer lab sign-up process, keep up-to-date schedule posted.
6. Maintain computer lab equipment.
7. Work with classroom teachers for reinforcement of curriculum.
8. Manage students in the computer lab.
9. Maintain a positive learning environment.
10. Check software out to students and staff maintaining proper order of returned materials and all software in the files.
11. Provide orientation to all classes which includes computer skills, rules and conduct.
12. Order computer lab supplies necessary for the daily operation of the lab.
13. Provide information to staff on software materials available to support curriculum.
14. Assist with development and implementation of related categorical grants.
15. Monitor student progress and assist as needed.
16. Keep lab organized and attractive.
17. Other duties as may be requested or assigned.