

**Technology Lab Assistant
(Primary and Elementary)
School District Job Description**

Position Title: Technology Lab Assistant

Department: Technology

Reports to: Technology Director and Building Principal

SUMMARY:

Assist Classroom teacher with implementation of NETS Technology Standards during scheduled class time in computer lab.

Essential Duties and Responsibilities:

Other duties may be assigned.

- Assist students and teachers in the use of computers, software and related peripherals; prepare teaching materials and learning activities as directed (by classroom teacher, Principal, or Director of Technology).
- Assist classroom teacher with implementation of NETS standards in computer lab.
- Report all technical problems with lab machines.
- Perform routine and preventative maintenance of computer lab equipment (e.g. dusting, cleaning, virus scanning, creating/clearing Internet bookmarks, defragmenting, etc.) for the purpose of ensuring availability of equipment and programs to enhance the instructional program.
- Assist teachers in monitoring students; make class and individual adjustments based on teacher requests.
- Monitors student activities while in the lab for the purpose of maintaining a safe environment that is conducive to learning.
- Perform multiple tasks with a need to occasionally upgrade skills in order to meet the changes in technology.
- Flexibility to work with others in a variety of circumstance

SUPERVISORY RESPONSIBILITIES:

None.

EDUCATION and/or EXPERIENCE:

- Minimum 60 college hours
- Thorough knowledge of various computer programs, computers and peripherals for educational purposes
- Basic troubleshooting skills
- Knowledge of Internet resources for educational purposes

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT:

Nine-month employee. Salary to be established by Board of Education.

