

Computer Para Educator

Purpose Statement

The job of Computer Para Educator is done for the purpose/s of implementing the District's defined technology curriculum and lesson plans within the assigned elementary school; managing a variety of students in various grade levels as assigned; maintaining the operation of the school's computer lab; providing minor repair and maintenance of computer lab equipment; providing written documentation and/or conveying information regarding instructional materials and equipment.

Essential Functions

- Adapts lesson plans (e.g. based on grade levels and varied student abilities, etc.) for the purpose of enhancing student learning with technology.
- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain the school's computer lab operations.
- Assists students with lesson assignments for the purpose of practicing and/or reinforcing learning concepts.
- Attends meetings and professional development presentations, etc. for the purpose of acquiring and/or conveying information required to perform job functions.
- Collaborates with staff for the purpose of providing necessary support and information related to the students' progress.
- Implements the district defined technology curriculum for the purpose of complementing classroom instruction with various software applications and the use of technology.
- Maintains computer lab equipment, work area, student files/records (e.g. adapting instructional materials, cleaning work areas, taking attendance, reviewing student assignments, etc.) for the purpose of ensuring availability of items, equipment and/or providing reliable information.
- Monitors students during assigned periods for the purpose of providing a safe and positive environment conducive to learning.
- Prepares documentation (e.g. requisitions, instructions, HEAT tickets, memos, etc.) for the purpose of providing written support and/or conveying information.
- Reports observations and incidents relating to specific students (e.g. trends in student learning and/or behavior, accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to the appropriate instructional and/or administrative personnel.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in computer lab setting; operating standard office

equipment; performing standard clerical procedures; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent computer hardware and software applications; age appropriate activities; concepts of grammar and punctuation; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; attention to detail; implementing established curriculum; meeting deadlines and schedules; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is not required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

3/15/2010

Salary Grade

INST 9