



1502 COMPUTER LAB ASSISTANT

Classification Summary

Provide orientation and general assistance to teachers and staff on the instructional software library resources and hardware. Perform general clerical duties for the Computer Lab.

Distinguishing Characteristics

This position is distinguished by the emphasis on the reference skills required to assist users with the operation and selection of computerized instructional software and the operation of the associated hardware.

Supervisory Relationships

Reports to and receives direction from the Instructional Materials Coordinator.

Examples of Duties

1. Solicit or interview software vendors or publishers for appropriate programs to preview.
2. Select software for inclusion into the collection; check review sources for evaluation; send new and preview software to teachers in grade level and curriculum area for their evaluation; maintain review resources collection. Assess and evaluate the most educationally sound choice for acquisition of software for the collection.
3. Recommend resources to teachers and others for consideration in instructional objectives. Assist staff in training teachers and others in the use of new technology, materials and devices.
4. Store, maintain, and circulate software and hardware associated with and necessary for the use of computer related instruction.
5. Maintain general computer bibliographies. Enter new software acquisitions into the card catalog and database and store for later retrieval. Print out annual software catalog.
6. Hook-up and operation of hardware and other temporary on-site technology for demonstration such as VCR, cameras, printers, interface peripherals off software or videodiscs, and monitors to and from computers. Maintain equipment for use by patrons.
7. Perform related duties as required.

Required Knowledge, Skills and Abilities

1. Knowledge of computer software resources available in the collection.
2. Ability to evaluate requests for instructional software and locate available resources.
3. Ability to operate standard office machines.
4. Ability to hook-up and operate district instructional software and hardware.
5. Ability to learn district educational programs.
6. Ability to establish and maintain effective work relations with staff, teachers and parents.
7. Ability to communicate effectively orally and in writing.

Minimum Qualifications for Class Entry

1. High school diploma or equivalent.
2. Two years experience in general office work.
3. Previous training and experience in microcomputer operation desirable.
4. Previous experience with instructional media desirable.

Work Environment

Incumbents work in a centralized instructional media resource center open to staff, teachers and parents.