POSITION DESCRIPTION

TITLE: Computer Paraeducator
LOCATION: High Schools
REPORTS TO: Classroom Instructor/
DEPARTMENT: Principal Secondary

SUMMARY STATEMENT:
Under the general supervision of the building Principal, the Computer Paraeducator is responsible for overseeing the operation of the computer lab and for assisting students and staff, as necessary, performing a variety of duties.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students and staff.
2. Operate computers.
3. Inventory computer hardware and supplies.
4. Assist students in the use of various software programs.
5. Consult with teachers as to what programs are appropriate for student goals and outcomes.
6. Check to make sure that computers and printers are in good working order, making repair requests when necessary.
7. Provide support to students, when necessary, assisting them with their computer needs while in the computer lab.
8. Provide orientation sessions to students and staff.
9. Perform a variety of clerical duties, i.e., produce banners; type letters; prepare mailings, assignments and tests for teachers and/or administrators as requested.
10. Perform data entry for staff and/or administrators as requested.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Speaking (66-100%)
- Walking (33-66%)
- Hearing (66-100%)
- Bending (33-66%)
- Vision (66-100%)
- Stooping (33-66%)
- Sitting (Up to 33%)
- Standing (33-66%)
- Acceptable Attendance
- Lifting Up to 20 lbs. (33-66%)
- Use of hands and/or arms for continuous motion (66-100%)

MENTAL DEMANDS REQUIRED:
- Training (66-100%)
- Verbal Communication (66-100%)
- Written Communication (33-66%)
- Multiple Concurrent Tasks (66-100%)
- Constant Interruptions (66-100%)
- Reading Documents (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
Personal computers (PC's), telephone, all copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Light keyboarding/typing.
2. Two years of experience in a related field, or equivalent training.
3. Demonstrated ability to work with and supervise students.
4. Demonstrated ability to effectively communicate with students and staff.
5. Demonstrated ability to learn new software packages and the ability to teach others how to use the software.
6. Must be flexible, cooperative, and maintain confidentiality of sensitive information.
7. Must be self-directed and demonstrate initiative.
8. Demonstrated ability to operate all office equipment listed in the tools and equipment area above.
9. Demonstrated ability to work with constant interruptions.
10. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: __________________________ Date: ________________

District: __________________________ Date: ________________

Revised Date: 12/19/16
Classification: Paraeducators
Class: Class II
Display on Web? Yes

Computer Paraeducator