POSITION DESCRIPTION

TITLE: Computer Paraeducator
LOCATION: Middle School-Home Choice Academy
REPORTS TO: Classroom Instructor/Principal
DEPARTMENT: Middle School/Home Choice Academy

SUMMARY STATEMENT:
Under the general supervision of the classroom instructor and building Principal, the Computer Paraeducator is responsible for overseeing the operation of the computer lab and assisting students and staff on the use of instructional software.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students and staff.
2. Operate computers.
3. Maintain and inventory instructional software, hardware, and supplies.
4. Assist in overseeing software catalog check-out procedures.
5. Assist students in the use of various software programs.
6. Assist students in the use of basic computer operations and applications, i.e. how to log in, change passwords, and access various programs.
7. Consult with teachers as to what programs are appropriate for student goals and outcomes.
8. Check to make sure that computers and printers are in good working order, making repair requests when necessary.
9. Assist students in the process of changing fonts and adding graphics to word processing documents, selecting the correct printer.
10. Provide orientation sessions to students and staff.
11. Assist students in the use of multimedia, internet-(monitor appropriate internet authorization), and E-mail.
12. Perform various clerical duties.
13. Perform data entry for instructor, i.e. add/remove students from network.

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

PHYSICAL DEMANDS REQUIRED:

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

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

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:
IBM/PC (clone), Apple II E, Macintosh, typewriter, 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 typing/keyboarding.
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. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
6. Demonstrated ability to operate all office equipment listed in the tools and equipment area above.
7. Must have working knowledge of Appleworks.
8. Demonstrated ability to work with constant interruptions in a positive manner.
9. 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: 12/20/16
Classification: Paraeducators
Class: Class II
Display on Web? Yes

Computer Paraeducator