

Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

Job Title: Educational Assistant - Computer Lab

Supervisor: Principal

FLSA Status: Nonexempt

Summary: Assists teachers in the computer lab by performing clerical and paraprofessional duties including working with groups of students with computer lab and testing needs. Identifies computer network glitches, performs appropriate minor network maintenance, and minor device repair/troubleshooting.

Essential Duties and Responsibilities:

- Supervises students in the computer lab.
- Works with students in groups or individually assisting in the development of computer skills.
- Assists students as necessary.
- Assists teachers with various activities.
- Monitors student progress.
- Installs computer software and performs simple software maintenance using appropriate system utilities.
- Identifies computer network glitches (troubleshoots) and performs appropriate minor network maintenance on building's computers.
- Performs minor device repair and/or troubleshooting.
- Researches and orders requested software with approval.
- Works closely with NTS regarding technical issues.
- Instruct staff and students on proper usage of software.
- Communicates effectively with IMC concerning usage licenses.
- Records grades, scores tests and written work in which keys are provided.
- Keeps current on new technology.
- Creates reports in a timely and efficient manner.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Other related duties may be assigned.

Marginal Duties and Responsibilities:

- Trains staff on various computer software and peripherals.
- Cleans and sanitizes furniture and equipment.
- Cleans, sets up, inventories and moves equipment and discards old/broken equipment
- Monitors students in the hallways, classroom, cafeteria and outside.

- Provides support for special programs using computers.
- Assist teachers with computer testing (such as TESA, STAR, AR)
- Receives and responds to emails and telephone calls in a timely manner.

Supervisory Responsibilities:

- Assists in directing work of student and parent volunteers and building support working in the computer lab.
- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree (A.A.) or equivalent from two-year college or technical school; or one to two years' related responsible clerical experience and/or training involving public contact or equivalent combination of education and experience (including passage of para-professional test).

Interpersonal Skills: Ability to interact appropriately with teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

Language Skills: Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present information and respond verbally to common inquiries or complaints from students, school staff and parents. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry and apply concepts such as ratios and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills: General knowledge of computer usage and ability to use database software, e-mail, internet software, inventory software, order processing software, spreadsheets and work processing software.

Certificates, Licenses, Registrations: Certificates as determined by the District including current No Child Left Behind (NCLB) certification requirements.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth

perception, ability to adjust focus and peripheral vision. Speaking clearly enough to be able to be understood by others. Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: _____

Date: _____