

JOB DESCRIPTION
Grossmont Union High School District

COMPUTER LAB FACILITATOR

Purpose Statement:

The job of Computer Lab Facilitator is done for the purpose/s of assisting students and staff in the use of computer equipment, systems, and software; coordinating the use of computer lab; and providing general clerical support. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Principal or Designee

Essential Functions

- Assists students in the computer lab for the purpose of providing instruction on the use of computer hardware and/or software.
- Configures peripheral and shared devices within computer labs and assigned site as may be required (e.g. printers, multimedia components, scanners, etc.) for the purpose of ensuring operational use of computer applications.
- Coordinates with site Technology Specialist for the purpose of maintaining equipment in proper working order.
- Distributes and collects Consent and Waiver forms for the purpose of ensuring compliance with District policy on computer use by students.
- Establish individual student lab and network accounts and password lists for the purpose of maintaining lab systems security.
- Maintains a variety of manual and electronic documents, files and records for the purpose of documenting and reporting on the quantity, frequency and kinds of activities for which the lab is utilized and for which repairs/upgrades are made.
- Monitor student behavior in the lab for the purpose of maintaining an atmosphere conducive to the educational process.
- Provides orientation, training and assistance to students in the use of microcomputers and software in a computer lab for the purpose of assisting students' in developing skills in various computerized applications.
- Provides technical support at the assigned site for the purpose of assisting users with computer hardware and software problems and proper operation of services and systems.
- Serves as site liaison to various technology and/or curriculum committees as assigned for the purpose of assisting in the review and development of technology improvements to be incorporated into the lab.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Assists teachers (e.g. explains and demonstrates lab resources, capabilities and applicability to instruction etc.) in developing computer-based components of lesson plans for the purpose of integrating technology projects into the curriculum.
- Attends meetings for the purpose of receiving and/or conveying information.

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 skills required to satisfactorily perform the functions of the job include: operating a computer terminal and software diagnostic tools.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: Internet sites relevant to school curriculum; features and use of standard operating, productivity, Internet and educational software for Windows/Macintosh environments; networking resources in an educational computer lab environment; basic concepts and operations of a local area network; basic electronic and electrical theory and power requirements of microcomputer equipment; correct English usage, grammar, spelling punctuation and vocabulary; and record-keeping techniques.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: working cooperatively with users and other personnel; establishing effective working relationships with others; understanding and following oral and written directions; communicating effectively both orally and in writing; and establishing and maintaining records.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit II 34