

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Computer Lab Educational Assistant

Supervisor: Principal

General Job Description: To provide opportunities for the teacher to attend to the individual needs of students in the computer lab setting. To provide assistance in preparing our students academically, socially, and physically to become positive, productive participants in the 21st century.

Essential Duties and Responsibilities:

1. Display a desire to work with students.
2. Serve as a role model.
3. Work as a member of a team.
4. Maintain confidentiality.
5. Communicate effectively both verbally and in writing.
6. Assist licensed personnel in school environment where individual differences are respected.
7. Respond to students as individuals.
8. Help maintain cohesiveness in school environment.
9. Assist with supplementary work for students and supervise independent study in the school environment.
10. Use current technology for instructional management needs.
11. Assist licensed personnel with student discipline.
12. Assist in maintaining students' involvement in appropriate tasks.
13. Provide assistance with individualized program materials.
14. Assist in installation and maintenance of computer labs.
15. Assist in installation of district adopted software.
16. Demonstrate knowledge of current on trends and developments in educational technology.
17. Serve as site liaison for technology assistance.
18. Assist in technology troubleshooting at school site.
19. Demonstrate knowledge of software and district curriculum.
20. Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.

Additional Duties and Responsibilities:

1. Work with groups of students to reinforce material.
2. Assist individual children in need of special attention.
3. Guide independent study, enrichment and/or remedial work .
4. Set up equipment as directed.
5. Assist in drill work.
6. Participate in inservice training programs.
7. Contribute to the welfare and effectiveness of the classroom(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
8. Model acceptable social skills in working with students, teachers, parents and supervisors.
9. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
10. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the superintendent.

Qualifications:

1. High School diploma or GED. Additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level I Educational Assistant License.
3. Demonstrated aptitude for the work to be performed.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Thermofax machine, laminator, book binders, paper cutters, etc..

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.