

PLYMOUTH COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION

JOB TITLE: Computer Lab Teacher's Aide

EXEMPT: No
SALARY LEVEL: Per Classified Policy – Corporation Aide
LOCATION: Plymouth Community School Corp.
REPORTS TO: Principal
LENGTH OF WORK: 9 months / year

JOB GOALS:

To provide educationally deprived children in the district a smooth functioning class environment, which allows them to take full advantage of the instructional program and the available resource materials.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Keep students on task.
2. Ensure that students on the Internet are only using sites that are appropriate to the school setting.
3. Schedule the lab.
4. Help students with word processing and Internet research.
5. Administer Skills Bank testing as requested.
6. Serve on Education to Careers Committee (ETC)
7. Input student and business information for ETC

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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.

The employee is required to have: working knowledge of MS Windows; working knowledge of MS Word, Corel Word Perfect, and MS Works; working knowledge of the Internet and search engines; subject-specific sites; cut-copy-paste to word processor.

Helpful skills to have for this position would be: working knowledge of MS Excel; working knowledge of MS Power Point; working knowledge of Corel Presentations; know how to create files, move files from hard drive to floppy disc, basic file troubleshooting techniques.

EDUCATION and/or EXPERIENCE:

Aides hired after January 8, 2006, must have:

- Completed two (2) years of study at an institution of higher education; or
- Obtained an associate's (or higher) degree; or
- Passed the Para Pro

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the School Corporation.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide. Ability to apply concepts such as fractions, percentages, 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.

OTHER SKILLS and ABILITIES:

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers. The employee must maintain a positive relationship with other staff, parents, and students.

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 frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 moderate.

TERMS OF EMPLOYMENT:

Nine months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 8/30/04