

Computer Lab Technician-High School

Purpose Statement

The job of Computer Lab Technician-High School is done for the purpose/s of providing basic troubleshooting and maintenance of the computer hardware and software in the instructional labs on campus; maintaining the computer lab and inventory; assisting students with operation of computers as directed by teachers.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the School Administration

Essential Functions

- Confers with other grade level or special area instructional staff as may be appropriate regarding instructional techniques, organization of practices, etc. for the purpose of providing guidance, mentoring and/or computer support.
- Maintains equipment and lab areas (e.g. cleaning counter tops, replacing ink cartridges, etc.) for the purpose of ensuring equipment and lab areas are in safe, proper working condition.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responds to needs and requests of teachers and students in relation to the operation and use of the instructional lab for the purpose of providing support of the effective operation of the instructional lab for teachers and students.
- Serves as a resource to assigned grade level or special area staff for the purpose of providing support and guidance as requested based on their knowledge and experience.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in using pertinent software applications operating standard office equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: of basic computer and printer function and operation.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups setting priorities working as part of a team working

with frequent interruptions relating well with students Have the Ability for regular and reliable attendance.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 10% walking, and 80% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt