

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Lab Assistant

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in managing the daily activities and operations of the computer lab in assigned school. The position is responsible for supervising students working in the lab, providing training and assistance to both students and teachers, scheduling lab use, performing general data processing work and generating computer reports, troubleshooting computer problems, and performing related work as assigned. The position works under general supervision independently developing work methods and sequences.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Assists in planning and presents learning experiences for students to explain computer usage and help them become computer literate.

Schedules and maintains calendar of computer lab usage.

Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.

Establishes and maintains standards of student behavior necessary to achieve a functional learning atmosphere in the computer lab.

Sets up computers for classroom instruction; controls user access; installs computer printers, software and peripheral equipment; troubleshoots network, software and hardware malfunctions.

Researches and recommends new student software as appropriate.

Maintains adequate number of working copies of software and handouts for classes; maintains list of software and its recommended classroom usage.

Assists professional staff in administering standardized tests in accordance with District testing program guidelines.

Instructs teachers in the use of computers and software through individual and/or group lessons.

Assists and encourages teachers in integrating technology into daily classroom instruction.

Performs computer data entry and retrieval; generates computer reports as requested.

Creates various desktop publishing items as requested, including invitations, posters, certificates, banners, fliers and newsletters.

Assists with various school presentations when the use of a computer is needed.

Maintains computers and peripheral equipment in a clean and good working condition.

Receives and responds to inquiries, requests for assistance and complaints in areas of responsibility;

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provides an overview of the school's computer programs for parents and community members when requested.

Maintains various records such as weekly class schedules and lab usage logs.

Performs general clerical duties as needed, including but not limited to copying and filing documents, preparing reports and correspondence, sending and receiving e-mails, answering the telephone.

Attends training, seminars, meetings and workshops to maintain and enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

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Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a high school diploma or GED.

One year of college or vocational school education in computer technology or related field is preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the

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position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires one year of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Building Administrator

Supervises:

Lab Assignments

PAY GRADE: From: 11901 To: 11925
Number of Months: 10 Number of Days: 200 Hours: 7.5
Non-Exempt

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016