

COMPUTER LAB ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting teachers and students with programs written for computer-assisted instruction. This position does not involve responsibility for programming or systems analysis; however, employees in this class assist in maintaining existing computer systems and applications software. An incumbent functions in a non-instructional capacity to schedule labs, observe student progress, and adjust programs to fill their needs. The work is performed under general supervision with leeway allowed for the use of independent judgement in carrying out the details of the work. A Computer Lab Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Instructs students and teachers in the use of computers, applications, and related peripheral equipment;
- Recommends computer equipment and applications for use in the laboratory;
- Previews new applications and equipment, familiarizing oneself with proper operation and use;
- Demonstrates new or upgraded applications and/or equipment to students, teachers, and/or staff;
- Supervises students during lab time, answering questions and keeping them on task;
- Ensures the daily operation of computers, software, printers, network, and related peripheral equipment;
- May perform minor maintenance and repairs of computers and peripheral equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the use and operation of computers and related peripheral equipment; working knowledge of basic computer language; working knowledge of office terminology and procedures; ability to operate a computer and printer; ability to establish good working relationships with students and teachers; ability to evaluate student progress and modify programs to meet their needs; ability to plan and schedule activities; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A.) Completion of a course in the operation of a microcomputer and one (1) year experience working with children or young adults in a classroom or similar setting;

OR

B.) Two (2) years of experience operating a microcomputer, which included responsibility for training or instructing others in the use of the equipment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/27/02

Revised: 3/23/06