



Plan and schedule the use of the computer lab; prepare and maintain records and files related to student progress, inventory use, and equipment maintenance; monitor, observe, and report progress regarding student performance and behavior. **E**

Prepare, set up, and use computer-assisted instructional materials in accordance with program guidelines; confer with teachers concerning student needs and progress; under the direction of the classroom teacher, provide instruction and assistance to limited or non-English speaking students and other students using computer equipment; translate in writing or orally as required. **E**

Operate, install, and troubleshoot software; act as a liaison between the district, parents, teachers, and school site. **E**

Assist school management in developing and implementing school technology plans. **E**

Operate and adjust a variety of computers, peripheral equipment, and liquid crystal display (LCD) projectors; turn computers on and off, and store required data; report and arrange for repairs according to established guidelines; copy, install, and reformat disks as needed. **E**

Administer, score, and record student test results; generate documents, lists, and reports as required. **E**

Maintain the computer lab in a clean and orderly condition; store and maintain inventory of available programs, training aids, and related materials; order needed supplies and materials. **E**

Assure proper care and security of the computer lab; assure that computers, computer programs, tapes, and other materials are available for student use. **E**

May assist the classroom teacher in providing or reinforcing instruction to individual or small groups of students in a classroom or other learning environment. **E**

Confer with teachers concerning programs and materials to meet individual student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Plan (IEP). **E**

Assure the health and safety of students by following health and safety practices and regulations. **E**

Participate in meetings, conferences, and in-service training programs as assigned; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Graduation from high school,

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct oral and written usage of English and a designated second or third language.