

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**COMPUTER LAB AIDE**

**Purpose Statement:**

The job of **COMPUTER LAB AIDE** is done for the purpose/s of maintaining operation of computer lab and making recommendations to complement classroom instruction and assisting students in using applications.

This job reports to PRINCIPAL

**Essential Functions**

- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities (e.g. lunch duty, power school/power grade assistance and assist with District testing).
- Coordinates scheduling of students, teachers and technical support personnel for the purpose of maintaining computer lab operations.
- Installs computer software applications for the purpose of providing operational computer technology and instructional materials.
- Instructs students and teachers for the purpose of complementing classroom instruction with various software applications and the use of computer technology.
- Maintains computer hardware and software applications for the purpose of ensuring availability of instructional material.
- Provides services for students under the direction of certified teacher for the purpose of providing instructional support.

**Other Functions**

- Cleans lab for the purpose of ensuring computer room and computers are maintained in a clean environment.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Prepares documentation (e.g. reports, instructions, memos, etc.) for the purpose of providing written support and/or conveying information.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

**SKILLS** are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using pertinent software applications.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (English/Spanish) helpful

**ABILITY** is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to 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. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and 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 affect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Required Testing Certificates & Licenses**

ParaPro Test or meet alternate requirements None Specified

**Continuing Educ. / Training**

None specified Criminal Justice

**Clearances**

Fingerprint/Background Clearance

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**FLSA Status**

Non Exempt

**Revision Date**

3-09-2015

**Salary Grade**

Classified 2

Job description available upon request