



Irvine Unified School District

COMPUTER LAB TECHNICIAN

DEFINITION

Under general supervision, to assist in prioritizing learning experiences for computer literacy; to operate and supervise use of computer, to perform a variety of clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Tutors students individually or in small groups to instruct, reinforce and follow-up with learning activities or the use of computer software and hardware.
- Oversees and supervises students during time in the computer center.
- Assists in the development of a variety of computer software and manuals.
- Maintains student records and attendance when using the computer center.
- Maintains discipline in the absence of the teacher.
- Performs a variety of clerical duties such as filing, duplicating materials, etc.
- Assists in the collection and management of student testing data.

QUALIFICATION GUIDE

Knowledge of:

- Computer education for students.
- English usage, punctuation, spelling and grammar.
- Techniques used in controlling and motivating students.
- General concepts of child growth and development and child behavior characteristics.
- Routine record keeping.
- General purposes and goals of public education.

Ability to:

- Assume responsibility for supervision of students.
- Program and operate computer, and assist others in the use of equipment.
- Demonstrate an understanding, patient, warm, and receptive attitude towards elementary students.
- Understand and carry out oral and written instructions, maintain cooperative working relationships with students, staff, parents and the general public.

Training and Experience:

- Equivalent to completion of the twelfth grade. Some paid or volunteer experience working with children in an educational or child care setting; or any combination of training and experience that could likely provide the desired knowledge and abilities.
- Willingness to participate in courses, seminars and workshops in the area of instructional service, psychology or guidance.
- Ability to work with, and appreciate, the elementary, middle school students.
- One year of computer training and/or experience.

Desirable:

- Keyboard skills of 35 wpm; 45 wpm preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

[Return to top](#)

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