



IRVINE UNIFIED SCHOOL DISTRICT

TECHNICIAN-COMPUTER LAB

DEFINITION:

Under the supervision of the Principal, performs a variety of duties involved in the operation and maintenance of a computer laboratory at an assigned school site; provides training and assistance to students concerning the operation of computers, assigned software and related peripheral equipment; troubleshoots and performs general maintenance and repairs to computers and peripheral equipment.

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

- Oversees computer laboratory operations at an assigned school site; performs a variety of duties involved in the operation and maintenance of a computer laboratory; confers with teachers to coordinate lessons and support classroom work.
- Provides reinforcement of instruction to individuals or groups of students in the use of computers, software and related peripheral equipment; observes and assists students and staff; answers questions and provides demonstrations as necessary; prepares equipment for student and staff use.
- Sets up students in various assigned programs and provides student login information; assists teachers with setting up students in various web-based educational programs as assigned; provides in-classroom support for teachers and students regarding assigned programs and software as needed.
- Operates, adjusts and maintains assigned computers and peripheral equipment; troubleshoots and performs basic maintenance and repairs to computers and peripheral equipment; refers major maintenance and repair needs to appropriate personnel as needed.
- Inputs student information and other data into computer system as assigned; prepares and maintains records and reports related to assigned activities; maintains assigned records related to student attendance when using the computer center.
- Operates job-related equipment including office equipment, media devices, a computer and assigned software; assists with maintaining inventories of assigned supplies and equipment.
- Communicates with students, teachers, District personnel and outside agencies to exchange information and resolve issues or concerns.
- Maintains computer lab in a safe, clean and orderly condition; maintains acceptable student behavior while visiting computer lab according to established procedures.
- Maintains current knowledge of related software.
- Attends meetings related to assigned duties as needed.

QUALIFICATIONS GUIDE

Knowledge of:

- Operation, adjustment and minor maintenance of computers, software applications and peripheral equipment.
- Basic instructional techniques.
- Computers and computer use in an instructional environment.
- Safe practices in computer lab activities.
- Requirements of maintaining a computer lab in a safe, clean and orderly condition.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Provide reinforcement of instruction and assistance to students in a computer lab.
- Operate and demonstrate the use of a variety of computers, software applications and peripheral equipment.

- **Troubleshoot and repair minor computer problems.**
- **Provide training and assistance to students and staff concerning the operation of computers and related peripheral equipment.**
- **Establish and maintain effective working relationships with others.**
- **Communicate effectively both orally and in writing.**
- **Observe health and safety regulations.**
- **Work independently with little direction.**
- **Maintain routine records.**

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in computer operation and some experience working with students in an organized setting.

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.

- **Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment.**
- **Sitting or standing for extended periods of time.**
- **Bending at the waist, kneeling or crouching to assist students.**
- **Seeing to view a computer monitor.**
- **Hearing and speaking to exchange information.**
- **Lifting, carrying, pushing or pulling objects up to 25 pounds.**

WORK ENVIRONMENT:

Computer lab 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. The noise level in the work environment is usually moderate.

Previously Revised: 06/2017