

Computer Lab Technician

Classified Position - 7526

<u>Salary</u> Category 5 per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> School Principal
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SCOPE OF RESPONSIBILITIES

Organize and operate a microcomputer laboratory for training and practical use; schedule lab use and assist faculty and staff with equipment operation and applications software; provide lab support and informal and formal training to lab users and other school microcomputer users; adjust and maintain microcomputer equipment.

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

- Organize and operate a computer lab for training and practical use; schedule lab use and assist faculty and staff with equipment operation and applications software
- Maintain records and other data bases required for computer projects
- Provide lab support and informal and formal training to lab users and other school computer users; assist with the creation and production of training materials
- Adjust and maintain computer equipment; identify equipment malfunction to assure proper maintenance and repair; troubleshoot for hardware and software problems
- Provide user support in the lab and on the telephone to computer system users at District school sites
- Maintain a hardware inventory and maintenance records for lab equipment; maintain laboratory usage statistics
- Provide for lab security
- Maintain a clean and orderly laboratory environment
- Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
- Maintains regular and predictable attendance
- Adheres to the professional code of ethics
- Successfully utilizes technology as appropriate in job function
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Computer operations and related information processing
- Use of computer utility software
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Various word processing spreadsheet and data base applications
- Operating procedures and practices appropriate to an instructional computer laboratory
- Modern office practices, procedures and equipment
- Policies and objectives of assigned program and activities
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

ABILITY TO:

- Organize and operate a microcomputer laboratory for training and practical use
- Schedule lab use and assist faculty and staff with equipment operation and applications software
- Provide lab support and informal and formal training to lab users and other school microcomputer users.
- Operate, adjust and maintain computers and peripheral equipment
- Assist staff and faculty in the use of information processing equipment and familiarize users with applications software and utility program
- Organize and oversee computer lab operation
- Maintain current knowledge of technological advances in the field
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer terminal to enter data, maintain records and generate reports
- Maintain records and prepare reports
- Maintain current knowledge of technological advances in the field
- Communicate data processing procedures and requirements to users

- Provide technical assistance to District computer systems users

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining -a G.E.D. as required by Kentucky law
2. Experience in working with children in an organized setting
3. Must pass the ABLE test in accordance with State regulations