



ICSD Human Resource Services

Classified Employee Job Description

Department: School

Date Prepared: 01/08/2021 **Updated:** 11/2023

Job Title: Elementary Computer Science Assistant - (Prep Aide)

Classification (FLSA Status): Non Exempt

Lane/Salary Grade: Grade 3

Location: Assigned School

General Function:

The Elementary Computer Science assistant's primary duty is to assist classroom teachers by providing support, aid, and instruction in the use of available hardware and software in the computer lab. The Computer Science assistant is responsible for ensuring that equipment and software within the computer lab are in good working order. The Computer Science assistant helps to create an environment of effective learning whereby technology serves as a tool in the extension and remediation of learning in the classroom.

The Computer Assistant maintains appropriate classroom activities and environment in order that students may learn effectively. This position performs a variety of instructional and classroom management supports, as well as related clerical tasks to support teachers and other professional staff in all classrooms or learning environments.

Organizational Structure:

Job Title: Computer Science Assistant (Prep-Aide)

Supervisor's Title: School Principal

Jobs Reporting to this Title: None

Summary and Overall Objective:

The Elementary Computer Science assistant's primary duty is to assist classroom teachers by providing support, aid, and instruction in the use of available hardware and software in the computer lab. The Computer Science assistant is responsible for ensuring that equipment and software within the computer lab are in good

working order. The Computer Science assistant helps to create an environment of effective learning whereby technology serves as a tool in the extension and remediation of learning in the classroom.

The Computer Assistant maintains appropriate classroom activities and environment in order that students may learn effectively. This position performs a variety of instructional and classroom management supports, as well as related clerical tasks to support teachers and other professional staff in all classrooms or learning environments.

Essential Functions Duties and Responsibilities:

- Provides instructional support assistance to students and student groups.
- Participates in the development, maintenance and carrying out of systems for classroom management.
- Guides students in working and interacting harmoniously with other students.
- Operates various types of office equipment such as computers, copy machines, etc.
- Complies with established district policies and procedures.
- Supports teachers in providing technology enhanced instruction within the computer lab.
- Works with teachers to ensure that students receive instruction on the State Technology Core.
- Instructs students on keyboarding according to State Core Standards and district elementary keyboarding program.
- Trains students on proper use of district computer equipment according to the District's Acceptable Use Policy.
- Assists teachers in the selection of class-correlated computer lab activities.
- Provides written and verbal feedback on student progress to the teacher as needed.
- Provides teachers with materials defining the scope and sequence of the courseware used in the computer lab if needed.
- Maintains an aesthetic environment conducive to effective learning in the computer lab.
- Maintains and coordinates a lab schedule to maximize use of the computer lab.
- Maintains the school's computer lab ensuring that all equipment is in good working order.
- Provides basic maintenance and repair of equipment and requests assistance from District Technology when unable to repair equipment.
- Uses lab management software to control access and use of lab computers.
- Maintains an inventory of all technology related equipment in the school.
- Regular, reliable, predictable attendance and job performance is required
- This includes all equipment in classrooms and other areas of the building
- Must have basic computer knowledge, be familiar with Google docs and check email frequently. Must be willing to learn and use all computer systems and software as needed.

Competencies (Knowledge, skills, abilities):

- Ability to assist with implementation of the instructional program and to participate in monitoring and ensuring appropriate student behavior.
- Ability to read, write, and communicate effectively in English at a level required for successful job performance.
- Ability to help others.
- Ability to meet and interact with teachers and students with tact, courtesy, and discretion.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out essential duties of this position.
- Ability to carry out instructions furnished in written, oral, or diagram form.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required.

Required Education and Experience:

- High School Diploma or Equivalent
- Associates degree or 48 college semester hours (72 quarter credits) from a college or university; 720 hours on a certified transcript from a technical school or passing results (460) on the ETS ParaProfessional Assessment
- If the applicant cannot provide evidence of Highly-qualified status as per R277-324-5, the applicant must take and pass Project Para TITLE 1 Modules and Assessments prior to working with students. (There is no cost for this assessment). Applicants can begin the TITLE 1 modules and take the assessments at any time by registering at <https://canvas.education.ne.gov/user/new>

Preferred Education and Experience:

- Previous experience in a public school setting preferred.

Job Related Experience:

- Previous experience in a public school setting preferred.

Required Licenses and Certifications:

- This position does not require any certificates or licenses.

Character

- Iron County School District expects all employees to practice high standards of moral and ethical conduct which are consistent with the values taught in our schools.
- All employees are expected to be law abiding, ethical and honest; and demonstrate respect for the dignity of all students, colleagues, parents and members of the community.
- All employees are expected to adhere to all district policies while employed.

Working Conditions:

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.

Work Environment:

- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The noise level in the work environment is usually moderate.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear.
- The employee frequently is required to stand, walk, and reach with hands and arms.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Machines, Tools, Equipment Used:

- Copy machines and high speed duplicators.
- Computer technology.
- Video equipment including VCR, camcorders and TV equipment.
- Classroom Technology (i.e., projectors, document Cameras, SMART Boards, etc.)

Possible Hazards:

- Contact with dissatisfied individuals

Expected Work Hours:

- _____ hrs/week
- During regular school hours

Travel Requirements:

- Personal transportation to and from school building is required

Terms of Employment:

Job Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Education Support Professional.

This will be considered an "at will" position. For further information regarding "at will" employment, refer to Iron County School District Policy 626 Hiring Procedures.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Iron County School District is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of

race, age, color, sex, national origin, physical or mental disability, religion, or otherwise as may be prohibited by federal and state law.

Approved by _____ Date: _____

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Reviewed and agreed by: _____ Date: _____
(Employee)