

**CHICO UNIFIED SCHOOL DISTRICT
PARENT COMPUTER LAB AIDE-RESTRICTED**

DEFINITION

Under general supervision, to perform a variety of duties to assist students in the computer lab, organize and oversee parent volunteers and to perform clerical duties as assigned. This position is categorically funded and, based upon funding, the position may have hours increased or decreased at any time subject to Education Code provisions.

SUPERVISION EXERCISED Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- . Organize and oversee the parent volunteers.
- . Assist in the computer lab; provide instruction to students and staff in computer skills and software programs.
- . Prepare computer drills to enhance learning.
- . Consult weekly with CUSD advisory teacher(s) regarding student(s) progress and lessons and provide monthly progress reports.
- . Perform a variety of clerical duties, including recording information, compiling and maintaining records and files, preparing reports, operating machines and assembling packets and materials for students.
- . Attend and participate in staff meetings and inservice activities as assigned.
- . Maintain knowledge of new software and computer trends as the field of computers changes.
- . Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- . Reading, language development, English and mathematics equivalent to high school competencies.
- . Practices and procedures of recordkeeping.
- . Current trends in educational computer technology.
- . Modern office procedures, methods and computer equipment.
- . General methods of education and tutoring.
- . Basic techniques to motivate students and manage student behavior.
- . Safe work practices.
- . Inventory and ordering of supplies and equipment.

Skill to:

- . Operate, maintain and perform minor repairs on computers and related equipment, including installation of new software used in the computer lab.
- . Type at 30 net words per minute.

Ability to:

- . Perform assigned duties including learning new software, operating systems, technology and procedures as needed.
- . Communicate clearly and concisely, both orally and in writing.
- . Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- . Understand and follow oral and written instructions.
- . Interact effectively and sensitively with individual and groups of students, demonstrating understanding, patience and a receptive attitude.
- . Provide and attend inservice training related to the computer lab aide duties.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- . One year of experience working with computers.
- . Some experience assisting in the instruction of students.

Training:

- . Equivalent to the completion of the twelfth grade. Supplemental specialized training in computers is highly desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

- . Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 20 lbs.

Initial and continued employment within this class is restricted to a parent or guardian of a child attending the school at which the employee is working.

PC - November, 1997