

**Job Title:** Computer Lab Aide

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal

**Date Revised:**

**Dept./School:** Assigned Campus

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**Primary Purpose:**

Work under general supervision to assist students and teachers in use of computers and educational software in campus computer lab.

**Qualifications:**

**Education/Certification:**

High school diploma or GED  
Texas instructional aide certificate

**Special Knowledge/Skills:**

Knowledge of basic computer operations and skills  
Ability to operate personal computer and educational software  
Ability to work with students and teachers effectively  
Effective organizational, communication, and interpersonal skills

**Experience:**

\_\_\_\_ year experience working with children

**Major Responsibilities and Duties:**

**Instructional Support**

1. Assist teachers and students in use of computers, printers, and instructional software.
2. Work cooperatively with teachers to identify student placement in instructional software.
3. Input data and maintain files on student progress and use of instructional programs.
4. Maintain computer lab in a neat and orderly manner including bulletin boards and displays.

**Technical Support**

5. Perform computer backups on a regular basis.
6. Install a variety of computer programs following complex written instructions.
7. Identify problems, troubleshoot and resolve routine problems, and arrange for maintenance and repair of computer equipment when needed.

**Student Management**

- 8. Manage student behavior in the computer lab.
- 9. Help supervise students during arrival and dismissal from school.

**Other**

- 10. Assist with office and workroom clerical duties as needed.
- 11. Maintain confidentiality.
- 12. Participate in staff development, faculty meetings, and special events as needed.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; may occasionally work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_