

**GRANITE SCHOOL DISTRICT
Classified Employee Job Description**

Title _____ Computer Operator I (Special Grant) _____

Supervisor's Title _____ Principal _____

Date Prepared _____ 3/99 _____ **Date Reviewed** _____ **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ Hillsdale Elementary _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Daily operation and supervision of school computer lab. Coordinate computer application use with classroom teacher. Coordination of school computer systems. Maintains computers and systems in building. Provide extended student learning time in computer lab.

Essential Functions

Daily operation of computer lab. Provide before school computer sessions to extend learning time. Coordinates student computer learning with classroom teacher. Provides teacher with computer printout of student progress. Assists teacher in instructing student progress for placement in CCC reading program.

Trains a second paraprofessional to assist in the lab. Coordinates curriculum for LEP students with LEP lead teacher. Assists teachers and students with multimedia presentation creation, Internet access, word processing and other computer needs. Daily maintenance and troubleshooting of computer systems in building. Maintains school local area networks. Serves as chairperson of school Y2K committee. Work as resource in computer equipment purchasing decisions.

Writes and maintains school web site. Assist office staff with computer system concerns. Configure new computers to run on school or Title I network. Assign computers Internet addresses. Screen advertisements and information sent to school.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Knowledge and understanding of multimedia creation. Internet skills. Ability and knowledge to trouble shoot computer and systems problems. Knowledge of HTML and web

page creation. Firm knowledge of use of computers and related equipment in education. Must be knowledgeable in reading and math skills to be able to assist students complete assignments.. Needs to be able to stay current with computer technology.

Minimum Entrance Requirements for Training

High School Diploma or equivalent.

Minimum Entrance Requirements for Prior Experience

Requires six months experience in computers, technology, Internet and their relationship to education. Experienced in working with students to enhance their reading and math skills is preferred.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Administration relies on incumbent to provide significant input in the operation, planning, and purchases of computer equipment and systems. Must be able to interact and communicate well with co-workers, faculty and students. Must be able to handle stress and multiple demands on time. Must be able to work with minimal supervision.

Interaction with Others (Non-Supervisory)

May work with vendors and other district personnel.

Working Environment

Majority of time is spent in computer lab with some work in other classrooms and in the office working with other computers and systems. May have to access equipment in cramped quarters with some exposure to electrical hazards.

Physical Demand Characteristics

Needs to be able to lift or move computer equipment and move weights up to 50 lbs.