



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Computer Lab Aide
<i>Payroll/Personnel Type:</i>	10 Month
<i>Reports to:</i>	Principal

Position Summary:

Perform the duties required to monitor teachers and their classes in the computer lab and ensure all equipment and software

Essential Functions:

- Install software on all computers in the lab as they arrive, re-install software as needed.
- Direct teachers on the operation of the software, answer questions from students regarding software, interpret software functions and troubleshoot software problems.
- Maintain a software log.
- Assist teachers with equipment difficulties.
- Monitor children in the lunchroom and on the playground.
- Relieve the secretary for lunch or breaks as requested.
- Provide in-service training to teachers on software.
- Laminate materials for staff.
- Make recommendations for purchase of new software.
- Perform related duties or special functions as assigned.

Experience:

- Associate Degree in Computer Science or a related field or equivalent capabilities
- Minimum of one year experience using word processing, spreadsheet, database and other software packages

Knowledge, Skills, and Abilities:

- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to communicate well verbally and explain computer equipment and software use to others
- Ability to work independently and with little direct supervision

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



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Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by individual(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.