



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

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<b>Position Title:</b>	Computer Animation Lab Specialist
<b>Payroll/Personnel Type:</b>	10 Month
<b>Reports to:</b>	Principal

**Position Summary:**

The job of Computer Animation Lab Specialist is done for the purpose of maintaining operation of computer lab and making recommendations to complement classroom instruction and assisting students in using applications. Under supervision of the Principal, the lab specialist will perform the tasks associated with creating and maintaining Web Sites (internal and external), Web-enabling access to data, and provide various software support. Provide support to District sites in development and upkeep of Web publications. Assist with community and media relations, write press releases as needed.

**Essential Functions:**

- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations
- Assists other personnel as may be required (e.g. lunch duty, power school/power grade assistance, assist with District testing) for the purpose of supporting them in the completion of their work activities
- Coordinates scheduling of students, teachers and technical support personnel for the purpose of maintaining computer lab operations
- Installs computer software applications for the purpose of providing operational computer technology and instructional materials
- Instructs students and teachers for the purpose of complementing classroom instruction with various software applications and the use of computer technology
- Maintains computer hardware and software applications for the purpose of ensuring availability of instructional material
- Provides services for students under the direction of certified teacher for the purpose of providing instructional support
- Monitor and analyze Web site traffic and prepare statistical reports accordingly
- Participate in departmental meetings
- Provide technical software training to offices and employees
- Create and distribute press releases and other community relations materials
- Research and evaluate new software and technology for use in schools to enhance information technology in the classroom
- Develop marketing strategies for school and district websites and programs
- Perform other duties as assigned
- Drive occasionally for department business (optional)

**Knowledge, Skills, and Abilities:**

- Learn and apply applicable state, local and federal rules, regulations, and laws as well as the policies and procedures of the District
- Communicate effectively both orally and in writing
- Work independently with little direction



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- Understand and carry out oral and written instructions
- Maintain records and prepare reports
- Work under high pressure
- Analyze and resolve human and technical problems
- Learn, understand, and apply new knowledge as technology and computer systems change
- Recommend changes and enhancements as appropriate
- Meet schedules and timelines
- Plan and organize work

**Experience:**

- Two years of full-time experience in the design, creation and formatting of a variety of materials ranging from simple to complex in both electronic and hard copy versions involving the use of a variety of software applications including the conversion/placement of such materials onto the Internet

**Education:**

- Two years of college work with classes in a variety of related fields, e.g., Web design, computer science, graphics, networks, marketing, communications from an accredited institution

**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

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

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Employee

Immediate Supervisor

Date

Date

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Revised 10/1/18



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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.***