



<b>Title:</b>	Computer Lab Facilitator	
<b>Reports to:</b>	Principal	
<b>Terms of Employment:</b>	10 months	
<b>Salary:</b>	Teacher Assistant Scale	

**Qualifications:** No Child Left Behind “Qualified” status for teacher assistants

**Supervises:** None

**Essential Job Functions:**

1. Fully implements all aspects of the math and reading programs to support student achievement
2. Assists students using software and equipment
3. Plans instruction that correlates with the individual student’s needs or as requested by the classroom teacher
4. Makes regular contact with classroom teachers to keep lines of communication open concerning students’ progress
5. Demonstrates and teaches proper ethical computer and lab use
6. Oversees the working operation of the computers and related peripherals
7. Performs troubleshooting functions
8. Maintains accurate and up-to-date management records of all students’ progress
9. Works with students one-on-one in the computer lab
10. Performs other duties and responsibilities as assigned by principal or supervisor



## Computer Lab Facilitator Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the **Computer Lab Facilitator** job classification within Scotland County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions