

**TITLE: COMPUTER LAB
 CATEGORY 1 - PARAEDUCATOR**

QUALIFICATIONS:

1. Highly qualified as per Department of Elementary and Secondary Education (DESE).
2. Proven ability to work with children with a variety of abilities in a polite and friendly manner and relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
3. Possess strong verbal and written communication skills as well as computer proficiency.
4. Demonstrated aptitude or competence for assigned responsibilities.
5. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
6. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

REPORTS TO:

Building principal, Coordinator of Educational Technology and Instructional Media and Library Media Specialist.

JOB GOALS:

1. To assist teachers in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program.
2. Provide a safe and supportive educational environment for all students and staff as well as providing classroom support to teachers and students.

PERFORMANCE RESPONSIBILITIES: (include but are not limited to):

1. Oversees the proper use of a multi-station computer lab and various types of software.
2. Assists faculty and students with the use of all available programs including but not limited to school-based surveys.
3. Provides routine cleaning and maintenance of computers, screens, and printers.
4. Maintains daily records of computer lab use by both students and staff and submits a complete report on a monthly basis.
5. Maintains up-to-date database inventory of all lab hardware and software.
6. Schedules classes and students for lab time.
7. Prepares yearly supply lists in conjunction with librarian.
8. Reports computer repair needs using the school dude process.

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9. Performs other tasks and assumes other responsibilities as may be designated or assigned by immediate supervisors.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT: *Varied based on district program need; as currently practiced up to 7 hours per day and work during the summer.*

EVALUATION: *Performance of this job will be evaluated in accordance with procedures established by the School Committee on the evaluation of support personnel.*

SALARY: *Per current EAPC Paraeducator contract.*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Regional School Committee: **Plymouth School Committee - Updated**

Information: January 29, 1992
Discussion: February 11, 1992
Approved: February 11, 1992

Information: January 22, 2018
Discussion: January 22, 2018
Approved: January 22, 2018