



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Computer Lab Technician**  
Job Family: **School Media & Instructional Technology**  
Prepared/Revised Date: **March 1, 2017**

FLSA Status: **Non-Exempt**  
Pay Range: **SM15H**  
Job Code: **41114**

**SUMMARY:** Assist a licensed educator who has planned, taught and evaluated learner progress in the use of various computer software and hardware in a laboratory environment. Schedule lab time for groups of students or individuals. Install, monitor and maintain various types of software, hardware, and related supplies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Work with groups of students with a classroom teacher or Media Specialist present and assist in the instruction to students on keyboarding, Internet usage and appropriate applications. Enforce district Code of Conduct as related to technology use and handle disciplinary problems as authorized. Record student use of computer lab, and record and report student discipline issues.	D	50%
2. Install and maintain hardware/software for instructional computers/peripherals. Troubleshoot computer lab software and minor hardware problems; ensure proper working order on all computer equipment and software by performing daily maintenance reviews; call for technical repairs when necessary and work with Technology Support Specialists for assistance.	D	20%
3. Schedule lab time for classes and individual student lab time. Monitor students with time-limited projects as requested by instructor.	D	15%
4. Monitor students during breaks, lunch, recess, getting on and off the bus, etc. Reinforce school-wide discipline procedures.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. Attend appropriate in services, building meetings, trainings, parent conferences and/or school functions.	M	2%
7. Assist with the set-up and management of on-line testing databases of school-wide MAPS, STAR and other student testing.	A	3%
8. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL =</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- Minimum 1 year of experience in stalling hardware, software and peripherals
- Equivalent combination of education and experience acceptable
- Experience working with students in a school setting preferred



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Skills in utilizing a variety computer operating systems, software, hardware and equipment
- Computer maintenance and troubleshooting skills
- Mathematical skills including basic calculations and application of basic math concepts
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to participate and work in a team environment
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Strong operating knowledge of and experience with personal computers, peripherals and media equipment, including maintenance and troubleshooting skills
- Operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in the classroom/lab

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				x
Communicate				x
Copy				x
Coordinate			x	
Instruct				x
Compute			x	
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	

