

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Computer Paraprofessional

Department: Paraprofessional

Exempt Status: Non-Exempt

Reports To: Building Principal

Date: April 18, 2016

Approval: Assistant Superintendent

JOB SUMMARY: To assist teachers in providing computer support to students to maximize their academic success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

79% Classroom/Computer Lab

- A. Assist students with reading, directions, assignments and use of the computer.
- B. Assist students with labs and projects.
- C. Guide students with social interactions.
- D. Assist students during study time/homework.

10% Computers

- A. Assist with minor computer errors in the lab.
- B. Assist and guide students with research using on-line sources and assist with multi-media projects and assignments.
- C. Assist and guide students/staff as directed by media instructor as they work with technology.

10% Student Responsibility

- A. Supervise and monitor students based on established criteria in media center.
- B. Make discipline referral to teacher and/or principal. Handle minor discipline situations according to District discipline guidelines.

1% Professional Development

- A. Attend in-services and workshops as appropriate.

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent.
- Strong computer and troubleshooting skills desired.

Experience:

- Prior computer experience within an educational system.
- Previous experience in working with children preferred.

Essential Skills Required to Perform the Work:

- Ability to work effectively with students of all grade levels in a positive manner.
- Ability and willingness to work with special needs students.
- Ability to communicate effectively.
- Ability to read and understand directions.
- Have basic math and language skills.
- Have basic computer skills.
- General troubleshooting.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates equipment which may include computer, printer, copy machine, projectors, inventory scanner, and telephone.
- Office software includes but is not limited to: Microsoft Word, Excel, Internet, Online encyclopedias, Google applications, and programs for cataloguing, taking inventory, and checking out materials.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other District employees.

Physical Job Requirements:

- Position involves bending, stooping and kneeling while working with students or performing media center duties.
- Position involves extended periods of time on feet.
- Position involves occasionally lifting up to 40 lbs.
- Position involves listening, speaking clearly and visual acuity.
- Position involves typing on keyboard.

Mental Job Requirements:

- Position requires reading and explaining directions.
- Position requires meeting individual needs of students while exhibiting patience.
- Position requires handling multiple tasks.
- Position requires dealing with interruptions and distractions.
- Position requires occasional priority changes.
- Position requires taking directions from several sources.
- Position requires guiding social conflict interactions.
- Position requires maintaining flexibility.
- Position requires occasional deadlines.

Working Conditions:

- Positions majority of work is performed in normal classroom conditions.
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens.

Job Outcomes:

- Projects a positive, flexible, cooperative, and respectful attitude with staff, students, parents and community members.
- Maintain confidentiality of student information.
- Provide the best opportunity for every individual student to reach his/her maximum potential.

- Provide a safe, learning environment.
- Treat all students with dignity and respect.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.