

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: COMPUTER LAB INSTRUCTIONAL TECHNICIAN I

DEFINITION: Under the direct supervision of classroom teachers and general supervision of the School Principal, has responsibility for maintaining, coordinating and operating the computer lab, and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Assist teachers in instructing students in the proper care and operation of computers
- Assist teachers in instructing students in the basic understanding of software
- Catalog and inventory hardware and software in the Lab
- Responsible for the routine maintenance of the computers
- Coordinate repair of computers and associated hardware in the Lab
- Maintain a written class schedule for the Lab
- Maintain licenses for site software
- Assist in preparing reports related to the effectiveness of the Lab
- Preview materials acquired to meet school needs
- May serve on the school technology committee
- Other duties as assigned

QUALIFICATIONS:

Knowledge of:

- The operation of computers
- Defined computer programs

Ability to:

- Follow direction
- Work well with teachers and students
- Speak and write effectively

EDUCATION AND EXPERIENCE:

- Any combination of education/experience that would demonstrate possession of the knowledge and abilities listed herein
- Related experience with computers, paid or voluntary
- Completion of the twelfth grade

POSITION TITLE: COMPUTER LAB INSTRUCTIONAL TECHNICIAN I ,
Continued

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Indoor working conditions subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, periods of time working at a computer terminal

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures