

COMPUTER AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a high level administrator within the school district, an incumbent in this position is responsible for demonstrating and providing direction to teachers, students and office staff in the use of computers and computer software. Incumbent is responsible for checking equipment and setting up software programs, previewing software programs in conjunction with teaching personnel and maintaining schedule logs and records of all equipment/software contained in the computer center laboratory. Responsibilities may include the installation and maintenance of hardware, as well as the installation and configuration of network software. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Teacher - Related Functions

Works closely with teachers to identify areas where computer assisted instruction (CAI) can be incorporated within their curriculum;

Aids teachers in the use of computers and computer software packages;

Provides technical and software support for teachers conducting classes in the Lab;

Schedules Lab time, as per teacher's instructions, for individual and groups of students for remedial and enrichment activities;

Advises teachers regularly regarding new software acquisitions and possible applications to curriculum;

May edit new and existing software packages to adapt them to teachers' individual curriculum needs;

May report student's progress in Lab activities to appropriate teachers.

Student - Related Functions

Demonstrates to students individually and in groups the use of computer and software packages;

Confers with teachers in the selection of software appropriate to student's learning tasks and level of ability;

Maintains records of student activities relating to the level of usage of software;

Works with students in the production of computer generated reports and graphics projects;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

General

Provides first line technical support in troubleshooting computer connectivity, security and password issues;

Reads current professional publications to keep informed of rapid developments in field of computer assisted instruction;

Orders and maintains supplies;

Installs and configures desktop software such as Adobe Reader, Google Chrome etc.;

Assists in training office staff with computers, software and hardware;

Operates printer to provide students/teachers with hard copy;

Maintains and troubleshoots equipment problems not requiring a trained technician such as smartboards, printers, scanners, wireless devices etc.;

Maintains class logs and schedules classes in conjunction with teacher requests;

Creates and maintains catalog system for software library;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the capabilities of the computer equipment and software packages utilized by the school district; ability to instruct others in the use of the computers and software packages; ability to understand diverse software manuals and their applicability to current curriculum; ability to establish good relationships with teachers and students; ability to maintain discipline; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; good judgment; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience installing, configuring and/or troubleshooting computer hardware and software.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted for the one (1) year of work experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J.C.: Non-Competitive
CSB1
1b

Job Class Code: S830