

TITLE:**COMPUTER ASSISTANT****QUALIFICATIONS:**

- a. Valid Paraprofessional certification.
- b. Shall be able to use computer programs such as Microsoft and Google Suite.
- c. Shall possess effective oral and written communication skills.
- d. Health examination for new employees part-time or full-time:
 1. Chapter 122 Article 24-5 of the Illinois School Code mandates that School boards shall require of new employees' evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate an x-ray. The cost of such examination shall rest with the employee.
 2. Prior to employment, all non-certified personnel must have a physical examination.

REPORTS TO: Principal and Technology Coordinator

JOB GOAL: To assist the classroom teacher in providing learning opportunity for students. Help maintaining computer systems and provide technical support in the schools.

PERFORMANCE RESPONSIBILITIES:

- a. Assists teacher with students in the Computer Laboratory.
- b. Assists in the instruction of students under the direction of the teacher in the computer lab.
- c. Completes all assigned duties as directed by the principal.
- d. Performs inventory of technology devices.
- e. Assists with troubleshooting technology equipment throughout the building.
- f. Performs all assigned technology duties.

TERMS OF EMPLOYMENT:

Works the Board approved calendar. Salary per contract as approved by the Board of Education.

EVALUATION:

Evaluated annually by the building principal in consultation with the Technology Coordinator.