

COMPUTER TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting teachers and other professional staff in the performance of those duties that are related to the teaching process in a computer room. Work is performed under the general supervision of a teacher or other professional staff member. Work is normally reviewed by immediate observation. Supervision over the work of other employees is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists teachers in instructing students in the use of computers in the classroom;

Assists teachers in the correction of test papers, standardized and objective tests;

Assists teachers in preparing computer hardware and software;

Assists in the recording of grades, maintaining files and preparing statistical reports;

Performs a variety of routine clerical tasks related to the teaching process;

Assists in routine classroom housekeeping chores;

May maintain a class supply room;

May occasionally supervise a class when the teacher is out of the room;

May prepare and maintain attendance records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good general intelligence; familiarity with classroom routine; ability to become familiar with a variety of computer hardware and software; ability to establish and maintain good relationships with students, teachers and co-workers; ability to exercise good judgment in communicating with students as well as others; ability to communicate effectively; ability to establish and maintain discipline; tact and courtesy; dependability; initiative; resourcefulness; good moral character; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; **AND:**

A. Six (6) months experience in the use of computer equipment; **OR**

B. Successful completion of a course in the use of computer equipment.