Natomas Unified School District — Position Description

Position: Information Technology Specialist I- Instructional Computer Lab Specialist	Position Number:
Department: Primary and Secondary School Levels	FLSA: Non-exempt
Reports to: Director of Technology, Principal, or Designee	Salary Grade: 14

Summary

Assists staff and students in the use of common software. Participates in installations, maintains and troubleshoots computer software, input/output, hardware problems at a school site instructional lab. May assist with maintenance and troubleshooting for administration at a school site.

Distinguishing Characteristics

The Instructional Computer Lab Specialist is a technical support position requiring specialized education and training in the field of study. Advancement may occur along the Information Technology or Instructional Support Specialist career series. Advancement in either series would require concentration in a single area of specialization or advanced knowledge, frequently requiring additional college level training or degree.

Essential Duties and Responsibilities

- Assists individual or small groups of students in the use of computer software applications. Instructs students in the use of computers and presents overview of computer hardware.

- Consults with teachers and assists in preparation of lesson plans and computer related activities. Works with teachers and students, suggests lab work to improve students' computer skills.

- Schedules and organizes a school computer lab. Creates the schedule, plans grade level access and meets with teachers for individual student access. Sets up lab or classroom.

- Installs and maintains computer equipment for school site.

- Troubleshoots basic network, computer, and software problems as related to labs and classroom stations. Refers complex problems to others.

- Installs, tunes and updates program software. Installs and transfers files on server or individual classroom computers.

- Confers with administrators and teachers on software purchases. Evaluates software applications and provides support to personal computer users.

- Creates and maintains spreadsheets, tracking equipment and software at school site. Inventories a variety of hardware and software applications.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

  The position requires a working knowledge of the setup and operation of personal computer systems. Must have a working knowledge of common microcomputer application software used for academic and business purposes, network connectivity, and input/output devices. Requires a working knowledge of the role of instructional support to teaching. Requires sufficient human relations skills in order to interact with small groups of students, school staff and some external contacts. Requires sufficient writing skill to prepare instructions and self-help descriptions.

- **Abilities**

  Must be able to perform technical duties in the performance of the job. Must be able to analyze and evaluate the needs of users and develop the most effective program or solution to meet those needs. Must know how to install, maintain and troubleshoot equipment and software applications used by the school site. Must have the ability to assess the needs of individual students and assist in the development of programs to meet those needs. Ability to interact with teachers, faculty and students in order to carry out assigned duties is essential. Must be able to read, interpret and apply technical information.

- **Physical Abilities**

  Position involves light to medium walking, standing, stooping carrying and lifting of light weight materials (under 25 pounds). Requires visual acuity to read numbers, letters, and images; depth perception; hand and finger dexterity to use a keyboard, and hand-eye coordination. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

- **Education and Experience**

  The position requires one year of college-level coursework beyond high school in computer sciences, information services, or a related field and concurrent experience required. Specialized training or experience in a learning oriented computer lab or personal computer customer service function will substitute for higher education. Working with students in a structured classroom or equivalent setting may also substitute for education.

- **Licenses and Certificates**