

# MERIDIAN SCHOOL DISTRICT

## JOB DESCRIPTION

### COMPUTER INSTRUCTOR

#### **JOB SUMMARY**

The computer instructor will work in a computer lab and teach keyboarding skills to classes. In addition to keyboarding, the instructor will help students learn how to use the word processor for writing reports for classroom assignments. The computer lab is used to administer student achievement tests, and setting up the lab for testing is part of the instructor's job.

Employees may be transferred or reassigned to other student monitor positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Professional-Technical classification.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience**

Associate in Applied Science degree in Computer Science or related field experience or equivalent education and/or experience, experience working with school-aged children. Tutorial experience desirable; demonstrated proficiency in maintaining a computer lab and computers running the Microsoft Windows operating system.

##### **Licenses/Special Requirements**

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, CPR & first aid cards may be required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides classroom instruction in various areas of Technology using the Computer Lab. Provides encouragement, reinforcement and achievement of educational objectives and goals defined by the District. Administers and supervises tests or other methods of assessing student progress.
2. Creates curriculum to meet or exceed the District outlined curriculum components.
3. Maintains and keep the computer lab software and hardware functioning and in good condition with minimal assistance from the Information Systems Manager.
4. Provides assistance to teachers with software or hardware concerns while they are using the Technology Lab.
5. Communicates with teacher(s) concerning individual student progress; adjusts methods to meet the needs of a wide variety of students; consults with certificated staff concerning remediation or enrichment activities.
6. Maintains records, logs, charts, assignments and other records for assessment of student progress. Corrects, scores and grades tests, papers and assignments according to performance benchmarks outlined for the assignment.
7. Monitors student behavior in classrooms and other sites as assigned to promote safe and appropriate student behavior as requested. Models appropriate behavior. Corrects behaviors and maintains discipline according to established policies and procedures. Instruct students in behavioral rules and codes for student safety, socialization and individual growth.
8. Assists students with the mastery of interpersonal and personal skills; listens to student confidences and refers problems to teachers, counselors, specialists or administrators as appropriate.
9. Establishes and maintains effective communication with students, staff, parents and the public, for student progress and safety and community relations.
10. Provides first aid to injured or ill students as appropriate.
11. Locates, develops and/or modifies materials for student use, enrichment activities and special projects.
12. Prepares, processes, duplicates, collates and distributes materials; operates a variety of office equipment.
13. Maintains physical appearance of classroom, hallways and other assigned areas; maintains, assembles and stores equipment as assigned; maintains supplies as assigned.
14. Serves as member of instructional team of the District; performs related duties consistent with the scope and intent of the position.
15. Ability to respect confidentiality of information.
16. Performs other duties as assigned by the employer.

## **CONDITIONS**

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

## **MENTAL DEMANDS**

Requires knowledge of how to run and resolve problems in a network lab environment, various software programs. It also requires the ability to read and write sufficiently to follow and create written instructions, understand classroom instructional materials, complete written reports, records, etc.; requires basic math skills; experience frequent interruptions; requires dealing with a wide range of student behaviors and academic abilities, or with a wide range of physical or emotional disabilities; requires patience and understanding when working under stressful situations in a classroom setting and when working with students with special needs; may be required to calm distraught, angry or hostile students; requires adaptability and flexibility to different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member; requires organizational skills.

## **PHYSICAL DEMANDS**

Requires mobility (standing, walking, etc.); requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability; exposed to infectious diseases carried by students; exposed to student noise levels. May be required to lift and move computers or printers to new locations. May require prolonged standing, sitting, bending (stooping); may require restraining out of control students; may require assisting students with physical activities.

*The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Personnel Director, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.*

*The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.*