

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Computer Lab Assistant

QUALIFICATIONS:

- Complete at least two years and/or 48 credit semester hours at an institution of higher education, and Associate’s Degree or higher, or demonstrate through a state or local academic assessment (ACT Work Keys) knowledge of and the ability to assist in the instruction of reading, writing, and math
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Assistant Principal, and Principal

SUPERVISES: N/A

JOB GOAL: To provide a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program and available resource materials

PERFORMANCE RESPONSIBILITIES:

- Operate computer lab
- Generate and maintain files for students
- Retrieve and interpret reports as required
- Care for equipment
- Assist students with computer lab assignments
- Prepare class displays and bulletin boards
- Participates in professional development training programs
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)