

United States Jobs Expertini®

2024-2025 Technology Aide @ Olle Middle School

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Company: Alief ISD

Location: United States

Category: other-general

Primary Purpose

Oversee and coordinate the use of the CCC Lab including scheduling of classes, generation of reports and monitoring the functioning of the lab equipment.

Qualifications:

Education/Certification:

High school diploma or GED

Qualifies for appropriate state paraprofessional certification

Special Knowledge/Skills:

Basic understanding of math/record keeping procedures

Basic understanding of computer applications and willingness to learn developing technologies

Excellent organization, communication, and interpersonal skills

Ability to multi-task complex administrative activities

Experience:

Experience working with computers preferred

Major Responsibilities and Duties:

Clerical Support

Assist in carrying out the district's goal of improving student achievement by providing

assistance to students who are at-risk of academic failure of dropping out of school and/or staff who work with these students.

Enroll students in the computer system with the appropriate course and level as designated by classroom teachers.

Assist in scheduling students into the lab.

Provide orientation for pupils in the use of the computers.

Maintain an attractive, orderly laboratory.

Assist classroom teacher in supervising students coming to and leaving the lab.

Refine students' records in the computer system, as needed.

Monitor the functioning of the equipment and troubleshoot as directed. Request and record service calls.

Update daily reinforcement/motivation system.

Run reports as requested.

Promote communication between labs and regular classrooms, administration, school, and home.

Other

Maintain confidentiality.

Follow district safety protocols and emergency procedures.

Maintain an appropriate level of technology competence to meet the current and future needs of Alief.

Implement alternative methods of instruction as needed.

Perform other duties as assigned.

Supervisory Responsibilities:

None

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Instructional Paraprofessional Personnel.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used Standard office equipment including computer and peripherals

Posture: Standing, prolonged sitting, occasional kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching; may also require climbing stairs and reaching over head

Lifting: Moderate lifting and carrying (up to 15 pounds); May require occasional heavy lifting and carrying (15-45 pounds)

Environment: May work prolonged or irregular hours; possible district wide travel; all campuses are temperature controlled with hard surface floors

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

The full job description for this position is included within this job posting. By applying for this position you are accepting the responsibilities and duties of this position as they are listed in the job description.

Hiring administrators review applications, interview, and recommend for hire.

Pay Grade ISP2

Salary Range: Min-\$22, Mid-\$26, Max-\$30, (Based on previous experience)

Days

- Salary Schedule
- Salary Schedule is pending school board approval

Salary is based on days; working less days is less salary

(Internal employees must

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