

September 24, 2018

RIVERVIEW SCHOOL DISTRICT

POSTING

CLASS III PARAPROFESSIONAL – COMPUTER AIDE

There is an opening for a Class III Paraprofessional – Computer Aide (possible extended hours) for the Riverview School District. Interested candidates should immediately send a letter of interest and resume to Dr. Christina Monroe, Director of Special Education, 701 Tenth Street, Oakmont, Pa., 15139.

Please refer to the attached Job Description for qualifications, essential functions, and position specifications.

RIVERVIEW SCHOOL DISTRICT

PARAPROFESSIONAL (Class III Computer Aide) JOB DESCRIPTION

TITLE: **PARAPROFESSIONAL (Class III Computer Aide)**

QUALIFICATIONS:

1. Candidates should be fully aware of the highly qualified status required under “IDEA” for paraprofessionals. This status is achieved by having a two year associate degree or four year bachelor’s degree from an accredited college or university or by having met the standards and qualifications through the ETS ParaPro Assessment;
2. Understanding of computer operations with a demonstrated skill in using computers;
3. Continued employment requires 20 hours of Professional Development annually;
4. Good interpersonal skills for both internal and external communications;
5. Strong organization and problem-solving skills;
6. Ability to work independently and as a team member.
7. Experience associated with activities related to the essential functions noted in this job description preferred.

REPORTS TO: Building Principal and Technology Coordinator

GOAL: To perform duties associated with maintaining hardware and software and supporting users in the school.

ESSENTIAL FUNCTIONS:

1. **Conducts and/or assists in training of teachers in the use of computer hardware and software.**
2. **Provides technical support to teachers in the computer lab and classrooms.**
3. **Informs staff of all lab improvements, arrival of new software, and changes in laboratory procedures or scheduling.**
4. **Operates all hardware and software available in the lab and classrooms.**
5. **Maintains and updates hardware inventory.**
6. **Catalogs, stores, and distributes software and support materials for lab and classroom computers.**
7. **Creates backup copies of software files needed by teachers and students when applicable.**
8. **Troubleshoots equipment problems and makes minor repairs within specific, established protocols. Notifies district technicians of problems when necessary.**
9. **Maintains records concerning the maintenance and repair of equipment located in the lab.**

10. Manages the environment of the lab through colorful bulletin boards, posters, and magazines of interest to staff and students.
11. Posts and enforces the District Policies, Acceptable Use Policy and rules of the lab.
12. Models and demands proper computer ethics concerning copyright laws.
13. Keeps current with and makes recommendations for software updates.
14. Order supplies and accessories through the Technology Coordinator.
15. Attends training sessions as needed.
16. Files monthly with the Technology Coordinator reports describing lab utilization.
17. Performs other duties as described in the Paraprofessional Class II or Class III Job Description.
18. Performs other duties as assigned by the Building Principal and Technology Coordinator.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

POSITION SPECIFICATIONS:

Physical Demands	Sitting at desk for extended periods Standing for limited periods of time Frequent bending, stooping, twisting, reaching, grasping Light lifting – up to 25 pounds Frequent carrying – up to 25 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondence, computer screen Auditory acuity to be able to use telephone and greet visitors and employees Ability to speak clearly and distinctly
Work Environment	School Setting – Inside, at times outside, at times on school bus The noise level in the work environment varies on a daily basis based on circumstances presented
Temperament	Ability to work as a member of a team Must be cooperative, congenial and service-oriented Ability to work in a multi-tasking environment with frequent interruptions
Cognitive Ability	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to read and write Ability to work independently and make work-related decisions

Ability to exercise good judgment in prioritizing tasks
Ability to communicate effectively

Specific Skills

Ability to operate office equipment
Ability to use computer technology efficiently and effectively
Must possess proficient data entry skills

Comments

Position holder must have a friendly, helpful personality.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Class III Paraprofessional with possible varying extended hours.

Salary, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of Riverview School District.

Riverview School District is an Equal Opportunity Employer.