

# PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

## POSITION DESCRIPTION

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**TITLE:** Paraprofessional –Technology  
**DEPARTMENT:** School Site  
**FLSA:** Non-Exempt  
**REVISED:**

**REPORTS TO:** Site Principal  
**CLASSIFICATION:** Classified  
**SALARY GRADE:** 011  
**BOARD APPROVED:**

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### **BASIC FUNCTION:**

Provide assistance to the computer instructional program in computer labs and school classrooms.

**REPRESENTATIVE DUTIES:** (incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

Assist individual pupils or groups of pupils using computers in the computer lab or classroom.

Coordinate and supervise pupil use of computer lab.

Assist in coordinating the use of computers including providing software, inservice training, and technical assistance.

Assist certificated staff in developing writing projects through use of computers.

Clean computers and maintain software.

Assist with ordering computer supplies, software, and hardware, and with distribution and inventory.

Participate in staff development programs as directed.

Gather, compile and prepare data for statistical and operational reports.

Assist in maintenance records of expenditures for computer materials, supplies and equipments.

Participate in workshops or meeting related to computer use.

Perform related duties as assigned

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### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

Applicable course work or other relevant experience.

Must possess 48 semester units from an accredited college or university; or 2) Associate's degree or higher; or 3) Passage of a Yuba County Office of Education approved comprehensive Local Assessment Test; or 4) Passage of another district approved NCLB Local Assessment Test.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Computers and computer software  
Instructional/tutorial procedures and practices.  
Reading and writing English communication skills.

#### **ABILITY TO:**

Demonstrate skills in the use of computers and appropriate computer software.  
Demonstrate enthusiasm for and interest in the instructional program.  
Communicate with and understand the needs of pupils.  
Establish and maintain effective working relationships with others.  
Plan and organize work to meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor and classroom settings.

#### **PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.