

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: COMPUTER LAB INSTRUCTIONAL II**

**DEFINITION:** Under the general direction of classroom teachers and general supervision of the school principal, works independently according to a developed plan or outline, and is responsible for maintaining, coordinating, and operating the computer lab and computer resources of the school.

**ESSENTIAL FUNCTIONS:** *Duties may include, but are not limited to the following:*

- Instruct students in the proper care and operation of computers
- Assist teachers and students in locating and selecting software programs
- Instruct students in the basic understanding of software packages
- Responsible for maintaining, coordinating and operating the computer resources of the school
- Catalog and inventory all hardware and software in the lab
- Perform routine maintenance of the computers
- Coordinate the repair of the computers and associated hardware in the lab
- Maintain a written class schedule for the lab
- Maintain licenses for site software
- Prepare reports related to the effectiveness of the lab
- Responsible for the organization, ordering and filing of the software programs utilized in the computer
- Provide technical support for the school site
- Preview materials
- Plan, evaluate, select, recommend, order and check acquired materials to meet school needs
- May serve on the school technology committee
- Assist the teacher in choosing appropriate computer lessons
- Other duties as assigned

**QUALIFICATIONS:**

**Knowledge of:**

- Computer systems and their functions
- The operation of computers
- A working knowledge of various software programs that are utilized at the appropriate grade level

**Ability to:**

- Understand and communicate oral and written directions effectively
- Work effectively with students, staff, and the general public with a minimum of supervision
- Be a self-motivated person who can assume responsibility and work on own initiative

***POSITION TITLE: COMPUTER LAB INSTRUCTIONAL II, Continued***

***EDUCATION AND EXPERIENCE:***

- Related experience with computers, paid or voluntary
- Completion of the twelfth grade
- College coursework in computers and/or computer applications is desirable

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Indoor working conditions subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, periods of time working at a computer terminal

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures