

**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)