

COMPUTER ASSISTANT

Primary Function: To assist the district Computer Coordinator and the site computer resource persons in implementation of the district's master plan for computer education.

Directly Responsible to: The Assistant Superintendent

Work Year: This is considered as an ongoing extra-curricular assignment continuing throughout the school year.

The following are the specific duties relating to the job of Computer Assistant:

1. Keep a current inventory of all hardware and software in the district by utilizing site inventories compiled by resource persons.
2. Attend computer task force meetings.
3. Recommend maintenance/repair procedure for school sites and for the district.
4. Act as community liaison for computer education when necessary. This may include presentations at school board meetings and local business/community meetings. Formation of press releases, and assistance with a district newsletter.
5. Keep all necessary records for the AB 551 program evaluation.
6. Assist administrators and classified employees in the implementation of computers in their respective areas of concern.
7. Coordinate inservice/workshops for computer related topics for district inservice days.
8. Provide written log of all activities related to computer assistant position.
9. Develop written log of all activities related to computer assistant position.
10. Assist with development of, or participation in, computer user groups by staff members.
11. Complete any other duties as determined by the district computer coordinator.