

CHISAGO LAKES SCHOOLS, ISD #2144

TITLE: Elementary Computer Lab/ SPED Paraprofessional (Lakeside)

- QUALIFICATIONS:
1. High School diploma or equivalent.
 2. Ability to work positively with students, parents and staff.
 3. Demonstrated aptitude for the work performed.
 4. Able to lift 50 pounds.
 5. Ability to adapt to changing technologies and to assume new responsibilities required by the introduction of new services and equipment.
 6. Communicate appropriately with students and staff in both written and oral expression.
 7. Such alternatives to the above qualifications as the media specialist, technology staff, administration and/or school board may find appropriate and acceptable.

REPORTS TO: Media Specialist & Principal

JOB GOAL: Provide supervision in the computer lab, assist students in the Media Center and provide assistance for special educational students so they can take full advantage of the instructional programs and available resources.

COMPUTER LAB PERFORMANCE RESPONSIBILITIES:

1. Supervises students in computer operation and programs.
2. Maintains a functional and attractive media center and computer lab.
3. Assists in maintaining an organized and up-to-date catalog and circulation system.
4. Maintains the media center materials (books, DVD's, technology equipment, etc) for staff and student check out using the automated catalog and electronic resources. This includes processing new materials and preparing overdue notices.
5. Keeps the library media center organized, clean, neat, and welcoming to visitors.
6. Assists in the supervision of students during morning bus duty or noon recess.
7. Maintain confidentiality as per mandated data privacy laws.

SPED PARAPROFESSIONAL RESPONSIBILITIES:

1. Provide assistance to the special education teacher in implementing required special education processes.
2. Provide assistance to the special education teacher in implementing instructional requirements and other provisions of the students' IEP.
3. Provides assistance to the special education teacher in implementing instructional processes.

OTHER DUTIES:

1. Performs other building duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.