

**FORT BRAGG UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION – TECHNOLOGY LAB ASSISTANT**

**DEFINITION**

The Technology Lab Assistant will monitor activities in the technology lab, providing incidental instruction and consultation as necessary and will assist with the maintenance of equipment and supplies in the lab.

**SUPERVISION RECEIVED AND EXERCISED**

Under the general supervision of the technology lab instructor.

**EXAMPLES OF DUTIES** – May include, but are not limited to, the following:

- Assist students in applying technology skills and in the basic use of computers and the Internet.
- Advise students concerning the technology lab, its services and resources.
- Assists in collecting data for student progress in technology skills.
- Consults with teachers and recommends appropriate student technology programs to coordinate with classroom curriculum.
- Catalogues, classifies and processes technology materials, orders and prepares requisitions, and maintains the inventory of technology lab textbooks, software, equipment and supplies in relation to student technology use.
- Attends technology related meetings when necessary.
- Provides basic training on equipment and software re to school employees and community users.
- Investigates technology equipment malfunctions and makes minor repairs and adjustments to computers and peripherals and prepares requisitions and work orders as necessary.
- Supervises student use of computers and technology lab equipment
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Knowledge and skill in technology, computer use and Internet.
- Computer and peripheral operations.
- Windows operating systems, Microsoft software, desktop publishing application software and Internet.

**Ability to:**

- Monitor student behavior as related to proper lab use.
- Ability to speak, read; \understands English sufficiently to successfully receive and provide information to/from students, supervisors and co-workers and to carry out oral and written instructions.
- Ability to work and communicate effectively with adolescents and adults to provide instructional assistance.
- Work productively in unsupervised situations.

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**Ability to: (continued)**

- Establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Pass the state mandated basic skills proficiency test.

**Experience and Training**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**EDUCATION:**

High School Diploma or equivalent

**EXPERIENCE:**

Generally the required knowledge and abilities will have been acquired during at least three (2) years full-time increasingly responsible technology experience, or possession of a certificate in technology science from a two year college program or technical school.

**Special Requirements**

- Possess or obtain upon employment, a valid California Driver License
- Paid on the Classified Salary Schedule
- 180 day work calendar

**Hazards**

- Working around and with electronic machinery
- Working around and with electrical wires

**PHYSICAL REQUIREMENTS**

- Ability to lift, stoop, climb, push, pull, kneel, grasp, reach overhead, stand or walk for long periods of time, lift and/or carry 0-50 pounds to waist height, and perform physical tasks, with sufficient physical mobility and stamina to participate in activities which may be strenuous.
- Vision to observe needed repairs and to assist computer lab users.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Approved: December 8, 1994

Revised: February 12, 2004