



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Computer Aide
Reports to: Building Principal

Purposes and Objectives of the Position:

The Computer Aide assists the Computer teachers in the instructional process, reinforcing instruction to individual or small groups of students in the school computer lab.

Qualifications:

- High School Diploma

General Duties and Requirements

- Assists the Computer Lab teacher in arranging the learning environment.
- Under supervision of certified teacher, prepares for classroom activities by distributing instructional materials for classroom instruction.
- Assists students in completing classroom assignments, homework, and projects. Assures student understanding of classroom rules and procedures and assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Assists assigned teacher with the implementation of lesson plans. Administers various tests as directed. Prepares mandated reports and documentation as required.
- Tutors individual or small groups of students, reinforcing instruction as directed by the teacher. Confers with the teacher concerning lesson plans and materials to meet student needs and assists with the implementation of lesson plans.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.