

**Warrenton-Hammond School District
Job Description**

Job Title: Computer Based Learning – Mentor/Proctor
Reports To: Building Administrator

JOB SUMMARY

This position assists students in a classroom or computer lab setting by performing instructional tasks related to computer-assisted instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assists students, individually or in groups, with lesson assignments (reading, math and writing groups).
3. Tutors students individually or in small groups to reinforce and follow-up learning activities.
4. Oversees and supervises students during computer-assisted instruction, ensuring safety and security at all times.
5. Assists office staff and teachers with a variety of clerical duties including answering telephones, routing telephone calls or messages to appropriate staff, filing, typing, duplicating materials and operating general office machinery including photocopy machines, computers and fax machines.
6. Maintains student records, attendance records and files.
7. Maintains safe environment for students at all times.
8. Responds to emergency situation (injured students, fights, etc) for the purpose of resolving immediate safety concerns.
9. Follows prescribed daily schedule as outlined by the building administrator.
10. Provides verbal and/or written feedback of observations for the purpose of assisting certificated personnel in evaluating students.
11. Ensures student work is properly assessed, and that student information is properly recorded and reported as directed by the building administrator.
12. Assists in bus loading and unloading.
13. Ensures efficient and effective set-up and maintenance of the computer lab or other designated instructional space, materials and supplies.
14. Attends meeting as directed by building administrator and ensures all paperwork is completed in an appropriate, accurate and timely.
15. Locates and/or develops educational materials that support computer assisted instruction (copying, typing, laminating, etc.).
16. Assists students with managing behaviors and resolving conflicts.
17. Participates effectively at regular team meetings with teachers and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
18. Maintains discipline and creates a positive learning environment.
19. Evaluates student injuries, determines course of action, performs minor first aid and completes required paperwork in compliance with District policy(ies).
20. Reports safety, sanitary and fire hazards immediately to supervisor.
21. Maintains appropriate certifications and training hours as required.
22. Complies with applicable District, state, local and federal laws, rules and regulations.
23. Professionally represents the school and the District in interactions with parents, community, staff and students.

24. Attends work regularly and is punctual.
25. Other duties as assigned by building administrator.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Fills out communication log(s).
4. Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** At least an Associate's degree (A.A.) or equivalent from a two-year college or technical school. Preference given to education or experience in the field of technology instruction or computer assisted instruction. Bachelor's Degree in an education field or educational technology is preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience working in a school setting or with young children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with children of various ages. Ability to work independent of other adults. Ability to follow directions of supervisor and seek guidance when needed. Ability to identify problems and offer effective solutions within the context of the computer assisted instruction environment.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Knowledge of computer hardware to a level that would enable minor trouble shooting of technical issues without assistance. Familiarity with Microsoft Office Suite or similar software. Familiarity with content area specific software. Ability to thoroughly and quickly learn and utilize new programs. Ability to use e-mail, internet,

educational software and word processing tools. Ability to independently and effectively assist students with hardware and software issues.

- **Other Skills and Abilities:** Ability to appropriately, effectively and efficiently communicate with students, teachers, administrators, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, Oregon Food Handler card, bloodborne pathogen training and blood spill training. Technology certificates as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
