

[Go Back](#)**NASSAU COUNTY****Title : COMPUTER LABORATORY  
ASSISTANT****SCHOOL DISTRICTS****Code: 220120 MGA****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Assists teachers in the computer laboratory by setting up equipment, demonstrating its operation, loading software, maintaining inventory, and other varied duties ancillary to the teaching process; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the exercise of judgment in providing non-instructional assistance to teachers and students in the computer laboratory.

**TYPICAL DUTIES**

1. Assists in setting up computer hardware.
2. Assists teachers and students with the actual operation of computer.
3. Assists in maintaining inventory of software.
4. Assists in preparing purchase orders for curricular computer equipment.
5. Cleans and performs minor adjustments on computer hardware.
6. Stores computer equipment and supplies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of computer operation.
2. Ability to understand and follow oral and written instructions.
3. Ability to establish and maintain effective working relationships with teachers and students.
4. Ability to demonstrate the use of computer equipment.
5. Ability to maintain accurate records.
6. Ability to assist in the care and operation of instructional computer equipment.

**MINIMUM QUALIFICATIONS****Training and Experience**

Graduation from high school  
and

Six months of satisfactory experience operating or demonstrating the operation of computers and/or peripheral equipment.

**NOTE:** A formal course in the computer field may be substituted for the above mentioned experience.

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