

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Computer / Classroom Aide for AHS & GED Programs

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy – Special Grant Aide  
**LOCATION:** School Service Center  
**REPORTS TO:** Teachers & Program Coordinator  
**LENGTH OF WORK:** 9 months / year

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**JOB GOALS:** To provide a smooth functioning class environment for learners in the AHS/GED program. To guide learners in the use of computer software to improve their basic skills in reading writing and math.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Under supervision of licensed teacher and program coordinator, help to plan, prepare and supervise computer and classroom activities which directly or indirectly serve students in the AHS/GED Program.
2. Assist individual students in need of special attention.
3. Supervise the students in the computer lab.
4. Keep attendance records.
5. Maintain discipline in computer lab, classroom and on school property.
6. Assist in the in-take, orientation, and testing of adult learners in the GED program.
7. Participate in In-Service teacher aide training programs as planned to upgrade knowledge and understanding of student learning.
8. Keep a daily log of activities which must include the number of students, tutorial description of lesson and content taught, books used, software used, and a general description of primary objectives of lesson.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The individual must have knowledge and understanding of the specific programs being taught on the computer. The individual must have experience with computer usage, and should know the touch typing system. 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:**

High school diploma or general education diploma (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Knowledge of algebraic and geometric principles.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES**

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive of those commonly associated with this type of work: pen, pencil, pointer, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers. The employee must maintain a positive relationship with other staff, parents, and students.

**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 frequently required to sit, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must be able to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**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 noise level in the work environment is usually moderate.

The employee may be required to work both indoors and outdoors.

**TERMS OF EMPLOYMENT:**

Nine months per year. Salary and benefits as per Classified Policy, and as grant money is available.

**EVALUATION:**

**There will be an evaluation of the employee=s performance after the first thirty days and then on an annual basis.**

*Revised 2/7/01*