

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

LAB ASSISTANT, WRITE TO READ

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Type at prescribed rate of speed.
- (3) Computer proficiency.
- (4) Attain a passing score on the Teacher Aide Test

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to manage computer lab for young children. Ability to type accurately and utilize the computer. Ability to participate in extensive training required to operate Write to Read Program. Good oral and written communication skills. Ability to read and follow directions. Ability to establish and maintain positive working relationships.

REPORTS TO:

Principal

JOB GOAL

To operate and maintain the Write to Read computer lab and provide activities that will improve students' writing and reading skills.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Operate and maintain the Write to Read lab.
- * (2) Plan daily and long-range activities for the Write to Read lab including themes and centers.
- * (3) Develop instructional materials and games to enhance learning in the lab.
- * (4) Plan and implement an orientation program for students and parents.
- * (5) Assist in teaching students sounds and writing skills.
- (6) Order materials and supplies for the Write to Read lab.
- * (7) Prepare and maintain records for each student and class.
- * (8) Instruct students in keyboard and disk operation and the proper care of the computer.
- * (9) Format and prepare diskettes for each student.
- (10) Familiarize yourself with and maintain all software.
- (11) Perform minor repairs of equipment.
- (12) Maintain computers and other lab equipment.
- (13) Assist in scheduling classes in the Write to Read lab.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(15) Ability to work in a constant state of alertness and safe manner.

LAB ASSISTANT, WRITE TO READ (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 10

Revised Board Approval 04/11/2017