



# CONCHO SCHOOL DISTRICT #6

## JOB DESCRIPTION

**Job Title: COMPUTER INSTRUCTOR/PARA PROFESSIONAL  
GRANT FUNDED POSITION**

**FLSA: Non-Exempt**

**TITLE:** Computer Instructor / Para Professional

**REPORTS TO:**

Title I Coordinator or District Administrator

**SUMMARY:**

- Provide instruction in computer science within an elementary school environment (approximately 20 hours/week).
- Provide instructional support to students individually or in small groups on special projects or assignments in an elementary classroom (approximately 15 hours/week).

**QUALIFICATIONS:**

- AA Degree or equivalent (60 College Credits), preferred
- High School diploma or equivalent and pass Department of Ed Exam, required
- One year experience in an elementary classroom teaching/tutoring
- Knowledge of software programs used in elementary instruction
- Ability to obtain a Level I IVP Fingerprint Clearance Card

**ESSENTIAL FUNCTIONS:**

- Ability to effectively listen and communicate with staff and students.
- Hold students to strict accountability, upholding school discipline and a code of conduct.
- Ability to train and assist students to use hardware and software efficiently
- Comply with all rules, regulations, and policies of the Governing Board that relate to the duties as prescribed.
- Provide input and suggestions for conflict resolution and classroom management.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Assists student(s) by devising strategies for reinforcing material or skills based on a student's needs, interests and abilities.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the classroom teacher.
- Assists student(s) by devising strategies for reinforcing material or skills based on a student's needs, interests and abilities.
- Monitors students and ensures safety on the playground and the cafeteria area during assigned duty times. Reports any unusual incidents or injury to school administration. Accompanies students from classrooms to other areas including the library, playground, and cafeteria and to buses to ensure orderly behavior, per duty schedule.
- Maintains discipline by monitoring student behavior and taking the appropriate action including determining when to give a warning and when a formal notice should be written. Documents incidents in the student management system.
- Keeps bulletin board(s) and other classroom learning displays up to date.
- Prepares computer lab for activities and performs clean up duties afterwards including sanitation of keyboards, mouse, and headphones.

- Attend I.E.P. meetings as required.
- Monitor attendance.
- Attend staff meetings and work on committees as appointed.
- Participates in professional development and in-service opportunities, as requested
- Maintains a high level of ethical behavior and confidentiality of information.
- Complies with State and Federal regulations; follows policies and procedures.
- Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

9 months / Part Time/Full Time / Employee benefits in accordance with district policies.

**EVALUATION:**

Performance of this position will be evaluated in accordance with the Governing Boards' policy on evaluation of classified personnel.

**CLASSIFICATION:**

Classified Staff



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_