

**Killeen Independent School District
Job Description**

Job Title: CTE Computer Aide II
Reports To: Executive Director for Career and Technical Education
FLSA Status: Non-Exempt

SUMMARY:

Assists the campus staff in maintaining the computer hardware and software for instructional use at the Killeen Career Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Maintains, operates, and services all hardware and software in the Career Center facility.

Troubleshoots classroom printers and computers.

Provides school personnel with information pertaining to the computer equipment and/or programs.

Consults with the Campus Technologist about ordering supplies for the computer lab.

Consults with teachers about the integration of technology in the learning process for students.

Installs software, as needed.

Selects and prepares software for use in advance of each day's schedule, under the Campus Technologist's supervision.

Assists the Campus Technologist in maintaining an inventory and file of all available software.

Assists teachers and students with proper handling of equipment.

Knows and complies with Texas Education Agency and KISD educator standards of conduct.

Performs other such tasks as may be assigned by the Campus Technologist or Executive Director for Career and Technical Education.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities; however, the Computer Aide works closely with students, faculty, and volunteers.

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 ability required.

EDUCATION or EXPERIENCE:

High school diploma or general education degree (GED) certificate and two years verifiable experience as an education aide or other related experience as approved by the district; or 15 semester hours of college

credit with some emphasis in child growth and development or related courses or other related experience as approved by the district.

CERTIFICATES, LICENCES, REGISTRATIONS:

State Board for Educator Certification for Educational Aide II.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization, and parents.

MATHEMATICAL SKILLS:

Ability to add and 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, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and carry 15-44 pounds and occasionally lift or carry 45 pounds and over. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

Revised by: February 25, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.