

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Computer Training Instructor / Computer Lab Supervisor (Service Center)

EXEMPT: No
SALARY LEVEL: Per Classified Policy – Special Grant Aide
LOCATION: School Service Center
REPORTS TO: Director of Adult Basic Education / Literacy Program
LENGTH OF WORK: Nine (9) months / year

JOB GOALS: To provide instruction for adults in three areas:
Introduction to Word Perfect
Basic Computer Literacy
Learn to Type with a Personal Computer

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

1. Provide instruction
2. Provide lab supervision
3. Monitor and track attendance for all sessions
4. Prepare worksheets and additional drill sheets for student use
5. Refine content of sessions as needed for students

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must have knowledge and understanding of the specific programs being taught on the computer. The individual must have experience with computer usage. The individual should know the touch typing system.

EDUCATION and/or EXPERIENCE:

Minimum requirement would be a high school diploma or general education degree if the individual can show extensive experience with computer usage. Otherwise, a college diploma with a background in business or computer training and usage would be desirable. There should be some experience in training or instructing others in a given area.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents and communicate with others.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations. The individual must be able to plan and execute lessons of work that are required for the instruction.

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 regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee will have to be able to see material that is being keyed onto a computer screen.

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.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Nine months per year; salary and benefits as per classified policy.

EVALUATION:

There will be an evaluation of the employee's performance after the first thirty (30) days and then on an annual basis.

Revised 2/7/01