

## COMPUTER OPERATIONS AIDE I

DISTINGUISHING FEATURES OF THE CLASS: Work involves basic operation and use of the student records system and school administration software, including database and reporting functions essential to school operations. Duties include performance of technical procedures necessary for all data and records processing, management and reporting of data and records. Analysis of data is not a function of this position. Considerable contact and interaction with school administrators, teachers, school personnel and students is involved. Responsibilities may include providing first-line technical support and basic training to system users. May be responsible for assisting with installation and routine maintenance of computer hardware and software. Work is performed under general supervision of higher level school staff. Supervision is not a responsibility of this position. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in coordinating and planning maintenance and management of the school district's administrative and student data, including student records, attendance, scheduling, report cards, and related functions;

Maintains and enters information into the computer system of the school district, including the school district's administrative and student data, student records, attendance, scheduling, report cards, and related data and functions;

Performs basic procedures necessary to process and maintain all of the incoming and outgoing material related to student administrative computer applications;

Imports data, such as student registration, grade reporting, scheduling and attendance, from various school and community sources, for incorporation in the school district database;

Codes and reviews formatting of data appropriately to ensure accurate processing and reports;

Produces reports for administration as needed;

Audits output reports for completeness and accuracy;

Assists in maintaining communications with faculty to determine computer needs;

Works with programming and systems personnel in resolving computer related problems;

May formulate queries;

May assist in the design and implementation of new applications;

May provide technical assistance to faculty, administrators and students;

May perform minor repairs to computers, printers and other peripheral equipment and devices;  
May assist with operating and maintaining technical equipment such as video cameras, digital cameras, AV equipment, etc.;

Performs a variety of related duties as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of principles and practices of computer system (software, hardware, and peripheral devices) operations, analysis and troubleshooting; working knowledge of school administrative procedures; good technical aptitude and ability stay current with changes in technology; ability to install, configure, maintain, repair and upgrade a variety of computer hardware and software, including software for peripheral components; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with both staff and students.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and one (1) year of work experience which included computer operations or data processing; or
- b) Three (3) years of work experience which included computer operations or data processing; or
- c) An equivalent combination of education and experience as described in (a) and (b) above.

TRAINEE NOTE: In the event enough qualified candidates with appropriate experience cannot be recruited, a candidate lacking up to one (1) year of the required experience may be appointed as a TRAINEE. Such candidate must possess at least a high school or comparable diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.