

## COMPUTER OPERATIONS AIDE II

DISTINGUISHING FEATURES OF THE CLASS: This is moderate level clerical work requiring technical ability in the utilization of school administration/student information softwares, including database and reporting functions. The incumbent performs technical procedures necessary for all data and records processing, management and reporting to support the efficient function of teachers and students within a school district. Analysis of data is not a function of this position. Considerable contact and interaction with school administrators, teachers, other school personnel and students is involved. Providing first-line technical support and basic training to system users may be duties of an incumbent of this position. May have responsibility for managing Internet and e-mail access, passwords, and usage by system users in the school. May be responsible for assisting with installation and routine maintenance of computer hardware and software. Work is performed under general supervision. Supervision is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates, plans, maintains and enters information into the computer system of the school district to include student records, attendance, scheduling and various reports as needed;

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;

Formulates queries and produces reports for administration;

Audits output reports for completeness and accuracy;

Maintains communications with faculty to determine computer needs;

Provides technical assistance to faculty, administrators and students;

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

Does system software maintenance, such as updating software version, re-booting, applying software patches, as required;

May perform minor repairs to computers, printers and other peripheral equipment and devices;

May assist in the design and implementation of new applications;  
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: Good knowledge of principles and practices of computer system (software, hardware, and peripheral devices) operations, analysis and troubleshooting; good 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 two (2) years of work experience which included computer operations or data processing; or
- b) Four (4) 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.

NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education, as a post secondary, degree-granting institution.

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.